

Question every angle, study every angle, research every angle.

student survival guide and handbook

health ⁰⁹/₁₀

faculty of graduate studies

Please do not wear scented products to classes. Some individuals are intolerant of scented products.

In a life-threatening emergency, call 911 directly. For other urgent campus matters arising at York or Glendon, call ext. 33333 or (416) 736-5333, or simply pick up the receiver of any Emergency Blue Light Telephone or elevator emergency telephone. These connect directly to Security Control Centre. You can also make a free call to the Centre from any campus pay phone.

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Welcome to York University!

Welcome to York University! If you're new to the university, it can be a difficult task to organize yourself, figure out where everything is, and how to get the information you need. This Survival Guide and Handbook is designed to help. It provides general information about some of the resources and services you may need throughout your graduate work at York University, as well as more specific information pertaining to the program.

This Survival Guide and Handbook provides a general overview of the people, places, and resources you will encounter as a graduate student in York University, and specific information about your program. It can help you find out such things as where to apply for funding, how to get an e-mail account, what resources are available, and what you need to graduate with a degree.

NOTE:

Every effort has been made to ensure that the information in this Guide/Handbook is accurate and up-to-date; however, some information may change over the course of the year. For the latest information, check the program website at www.yorku.ca/gradhlth

2009-2010 IMPORTANT DATES

	Fall 2009 (Sept - Dec)	Winter 2010 (Jan - April)	Summer 2010 (May - Aug)
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TERM REGISTRATION			
On-line registration starts	July 23	July 23	April 1
Last day to register on-line without a \$200.00 late registration fee	Sept 15	Jan 15	May 15
Last day to register on-line with a \$200.00 late registration fee	Oct 30	Jan 30	June 30

CONVOCATION			
For students who expect to fulfill all Master's degree requirements, including the Major Research Paper, before the Convocation, this is the last date for receipt of a graduation recommendation from a Graduate Program Director.	Fall 2009	Winter 2010	Spring 2010
	Sept 15	No Convocation	May 15
Convocation	Oct 17 - 18		TBD

HOLIDAYS AND UNIVERSITY CLOSINGS			
Labour Day	Sept 7		
Reading Week (Fall) *	Oct 10 - 16		
Thanksgiving	Oct 12		
Christmas/New Year's Break	Dec 24 - Jan 1		
Reading Week (Winter) *		Feb 13-14, 16-17	
Family Day		Feb 15	
Good Friday		Apr 2	
Victoria Day			May 24
Canada Day			July 1
Civic Holiday			Aug 2

* No classes will be scheduled. However, university offices will be open normal hours.

INTRODUCTION TO THE GRADUATE PROGRAM

Graduate Program Office

Source of information regarding registration, courses, guidelines, and pretty much anything else to do with the department:

Position	Name	Tel	Email
Graduate Program Directors	Mary Wiktorowicz	416-736-2100 ext. 22124	mwiktor@yorku.ca
	Marcia Rioux	416-736-2100 ext. 22112	mrioux@yorku.ca
Graduate Program Assistants	Regina Pinto	416-736-2100 ext. 22115	rpinto@yorku.ca
	Domenica Lam	416-736-2100 ext. 44494	dlam@yorku.ca

Mailing Address: Graduate Program in Health
Room 424
Health, Nursing and Environmental Studies Building (HNES)
York University
4700 Keele Street
Toronto, Ontario
Canada M3J 1P3

Fax: (416) 736-5227

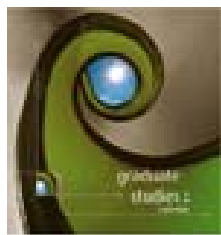
Website: www.yorku.ca/gradhlth

Faculty of Graduate Studies (FGS)

The Graduate Program in Health is a program of the Faculty of Graduate Studies (FGS). FGS is therefore the faculty for all graduate students in Health. It is also a source of funding for conference presentations, various grants, fellowships, and scholarships, and is the department you should consult when preparing your thesis or dissertation.

Students must familiarize themselves with the regulations outlined in the FGS Faculty Calendar, including but not limited to: (1) Academic Integrity, (2) Intellectual Property Policy, (3) Continuous Registration, (4) Time Limits, (5) Petitions, (6) Appeals, (7) Grading System, (8) Course Withdrawal, and (9) Program Withdrawal.

A CD-ROM containing the FGS Faculty Calendar (with a cover as shown below) is given to all incoming students by the Admissions Office. It is also posted online at www.yorku.ca/grads. For your convenience, some of the regulations are included in this Handbook (under the section "FGS Regulations").



Dean of FGS: Dr. Douglas Peers
Phone: 416-736-5329

Student Affairs Officer: Sharon Pereira
Phone: 416-736-2100 ext. 66682

Address: 283 York Lanes
Website: www.yorku.ca/grads

Graduate Students' Association (GSA)

GSA is a democratic, representative students' association whose goal is to enhance the conditions of graduate student life at York in addition to promoting the right to universal, post-secondary education and social and environmental justice for all. For example, if a student encounters a dispute about a grade or full or part-time status, the GSA acts as an advocate on behalf of that particular student. The GSA Executives represent and advocate on behalf of graduate students, and also ensure that they are informed on issues which are pertinent to them.

In addition, GSA is a source of funding providing graduate students with conference support, thesis support, and an emergency loan fund. It provides office services such as laser printing, photocopying, and fax services as well as operates a pub called the **Grad Lounge (166 South Ross Building)**.

Thus, the GSA is an integral part of York as it acts as an advocate for graduate students, provides pertinent information for them, and is a source of funding.

325 Student Centre
www.yugsa.ca

Tel: (416) 736-5865
info@yugsa.ca

Fax: (416) 736-5729

FACULTY MEMBERS

York Faculty Appointed to the Graduate Program in Health

Daly, Tamara

Assistant Professor. School of Health Policy and Management, Faculty of Health
Gender and health; health care work; comparative health policy, and the role of health care non-profits.

Ginsburg, Liane

Associate Professor. School of Health Policy and Management, Faculty of Health
Health management, quality measurement and improvement, and the use of research evidence in health care decision making.

Dinca-Panitescu, Serban

Associate Professor. School of Health Policy and Management, Faculty of Health
Health informatics, biomedical engineering, Medical equipment, Health Information Systems and e-health.

Lexchin, Joel

Professor. School of Health Policy and Management, Faculty of Health
Health policy, physician prescribing behaviour, pharmaceutical promotion and the drug approval process, globalization.

Lum, Lillie

Associate Professor. School of Nursing, Faculty of Health
Health human resources management, globalization, organizational and administrative justice in healthcare, mental health nursing, distance education and learning communities.

Raphael, Dennis

Professor. School of Health Policy and Management, Faculty of Health
Human development, social determinants of health, the quality of life of communities and individuals, and the impact of government decisions on Canadians' health and well-being.

Reaume, Geoffrey

Associate Professor. School of Health Policy and Management, Faculty of Health
Mad people's history; history of people with disabilities; medical history; psychiatric patients' labour history; archiving psychiatric survivor and disability histories; labels, terminology, activism and self-identity among psychiatric survivors/consumers; connecting the past with contemporary social justice struggles.

Rioux, Marcia

Professor. School of Health Policy and Management, Faculty of Health
International human rights and monitoring, the social and legal construction of inequality, theory of critical disability, education for all, globalization, social welfare and social justice, health equity, social policy and diversity.

Tsasis, Peter

Assistant Professor. School of Administrative Studies, Faculty of Liberal Arts & Professional Studies; School of Health Policy and Management, Faculty of Health

Wiktorowicz, Mary

Associate Professor. School of Health Policy and Management, Faculty of Health
Comparative health policy including mental health sector restructuring, the regulation of pharmaceuticals and the role of interest groups in shaping health policy.

York Faculty Cross-Appointed to the Graduate Program in Health

Adelson, Naomi

Associate Professor. Department of Anthropology, Faculty of Liberal Arts & Professional Studies

An, Aijun

Assistant Professor. Department of Computer Science and Engineering, Faculty of Science and Engineering

Antze, Paul

Associate Professor. Division of Social Science, Faculty of Liberal Arts & Professional Studies

Armstrong, Pat

Professor. Department of Sociology, Faculty of Liberal Arts & Professional Studies

Chuang, You-Ta

Assistant Professor. School of Administrative Studies, Faculty of Liberal Arts & Professional Studies

Coe, Imogen

Associate Professor. Department of Biology, Faculty of Science and Engineering

Coffey, Sue

Assistant Professor. School of Nursing, Faculty of Health

Cysneiros, Luiz

Assistant Professor. School of Information Technology, Faculty of Liberal Arts & Professional Studies

Davies, Megan

Associate Professor. Division of Social Science, Faculty of Liberal Arts & Professional Studies

Flicker, Sarah

Assistant Professor. Environmental Studies, Faculty of Environmental Studies

Gilmour, Joan

Associate Professor. Osgoode Hall Law School

Grace, Sherry

Assistant Professor. Kinesiology and Health Sciences, Faculty of Health

Gryz, Jarek

Associate Professor . Department of Computer Science and Engineering, Faculty of Science and Engineering

Huang, Jimmy

Undergraduate Program Director. School of Information Technology, Faculty of Liberal Arts & Professional Studies

Hynie, Michaela

Associate Professor . Department of Psychology, Faculty of Health

Irvine, Jane

Associate Professor. Department of Psychology, Faculty of Health

Jacobs, Lesley

Associate Professor. Division of Social Science, Faculty of Liberal Arts & Professional Studies

Jensen, Elisabeth

Assistant Professor. School of Nursing, Faculty of Health

Kazan, Patricia

Assistant Professor. School of Arts and Letters, Faculty of Liberal Arts & Professional Studies

Khanlou, Nazilla

Associate Professor, School of Nursing, Faculty of Health

Loeppky, Rodney

Assistant Professor. Department of Political Science, Faculty of Liberal Arts & Professional Studies

Mawani, Amin

Associate Professor. Schulich School of Business

Mensah, Joseph

Associate Professor. School of Social Sciences, Faculty of Liberal Arts & Professional Studies

Ng, Peggy

Professor. School of Administrative Studies, Faculty of Liberal Arts & Professional Studies

Rilstone, Paul

Professor. Department of Economics, Faculty of Liberal Arts & Professional Studies

Rosenberg, Harriet

Associate Professor. Division of Social Sciences, Faculty of Liberal Arts & Professional Studies

Safai, Parissa

Assistant Professor. School of Kinesiology and Health Science

Saunders, Richard

Associate Professor. Department of Political Science, Faculty of Liberal Arts & Professional Studies

Schraa, Ellen G.

Assistant Professor. School of Administrative Studies, Faculty of Liberal Arts & Professional Studies

Shen, Jung-Chin

Assistant Professor. School of Administrative Studies, Faculty of Liberal Arts & Professional Studies

Skinner, Harvey

Professor. Department of Psychology, Faculty of Health

Smith, Miriam

Professor. School of Public Policy and Administration, Faculty of Liberal Arts & Professional Studies

Struthers, Ward

Associate Professor. Department of Psychology, Faculty of Health

Sweeney, Gary

Associate Professor. Department of Biology, Faculty of Science and Engineering

Thomson, Kelly

Assistant Professor. School of Administration Studies, Faculty of Liberal Arts & Professional Studies

Tregunno, Deborah

Assistant Professor. School of Nursing, Faculty of Health

Vosko, Leah

Associate Professor. School of Social Sciences, Faculty of Liberal Arts & Professional Studies

Waring, Duff

Assistant Professor. School of Arts and Letters, Faculty of Liberal Arts & Professional Studies

Weir, Lorna

Associate Professor. Department of Sociology, Faculty of Liberal Arts & Professional Studies

Wu, Jianhong

Professor. Department of Mathematics and Statistics, Faculty of Science and Engineering

Zimmerman, Brenda

Associate Professor. Schulich School of Business

Adjunct Faculty Appointed to the Graduate Program in Health

Berta, Whitney

Assistant Professor. Department of Health Policy, Management and Evaluation, University of Toronto

Frew, Sarah

Research Associate and Project Leader. Program on Life Sciences, Ethics and Policy, McLaughlin-Rotman Centre for Global Health

Light, Donald

Professor. Department of Psychiatry, University of Medicine & Dentistry of New Jersey

Lippman, Abby

Professor. Department of Epidemiology & Biostatistics, McGill University

Morgan, Steven

Assistant Professor. Health Care and Epidemiology, University of British Columbia

FACULTY DIRECTORY

- York University Switchboard: (416) 736-2100
- HNES Building – Health, Nursing, and Environmental Studies Building

Name	Title	Extension	Room	Email/Web page
Daly, Tamara	Assistant Professor	30522	Room 411, HNES Building	dalyt@yorku.ca
Dinca-Panaitescu, Serban	Associate Professor	33186	Room 415, HNES Building	serband@yorku.ca
Ginsburg, Liane	Associate Professor	33925	Room 413, HNES Building	lgins@yorku.ca
Lexchin, Joel	Professor	22119	Room 420, HNES Building	jlexchin@yorku.ca
Lum, Lillie	Associate Professor	20037	Room 423, HNES Building	lum@yorku.ca
Raphael, Dennis	Professor	22134	Room 418, HNES Building	draphael@yorku.ca
Reaume, Geoffrey	Associate Professor	22058	Room 416, HNES Building	greaume@yorku.ca
Rioux, Marcia	Professor	22112	Room 410, HNES Building	mrioux@yorku.ca
Tsasis, Peter	Associate Professor	22171	Room 421, HNES Building	tsasis@yorku.ca
Wiktorowicz, Mary	Associate Professor	22124	Room 425, HNES Building	mwiktor@yorku.ca

DEGREE REQUIREMENTS

FIELD: Health Policy & Equity

Students are expected to maintain continuous registration upon admission as well as throughout the course of study at the status that they initially applied to since it is the basis of admission and enrollment planning.

Type of Course	Master of Arts Students	Direct-entry PhD Students	PhD Students entering with a Masters
Core Courses *	2 core courses + HLTH 5405	3 core courses + HLTH 5405	2 core courses
Field Specific Courses	2	2	2
Electives	1	4	3
Total	Six 3.0 credit courses	Ten 3.0 credit courses	Seven 3.0 credit courses

* **Note:** If prior to admission, PhD students entering with a Masters have not taken a graduate level methodology course, HLTH 5405 3.0 will be required in addition to the 2 core courses for a total of 3 core courses.

Additional non-credit degree requirements for MA students and PhD students are outlined on [p. 13](#).

Coursework for Master of Arts degree

The course requirements outlined below are designed to ensure that students benefit from the interdisciplinary nature of the fields.

Masters students: will be required to take **six 3.0 credit courses** in the first two terms of study as follows:

- HLTH 5405 3.0: Research Methods Seminar + 2 core courses common to all students in the Graduate Program in Health + 2 field specific courses + 1 elective chosen from the program's electives or from another graduate program.

Coursework for PhD degree

Direct-entry students: will be required to take **ten 3.0 credit courses** in the first two years of study as follows:

- HLTH 5405 3.0: Research Methods Seminar + 3 core courses common to all students in the Graduate Program in Health + 2 field specific courses common to their chosen field + 4 electives chosen from the program's electives or from other graduate programs.

Students entering with a Masters: will be required to take **seven 3.0 credit courses** in the first 1-2 years of study as follows:

- 2 core courses common to all students in the Graduate Program in Health + 2 field specific courses common to their chosen field + 3 electives chosen from the field's electives or from another graduate program.

Core Courses for the Graduate Program in Health

The core courses are intended to ensure that students have a common basic understanding of the different aspects of health studies.

1. **HLTH 5010 3.0** Health and Science
2. **HLTH 5020 3.0** Health and Economics
3. **HLTH 5030 3.0** Health and Politics
4. **HLTH 5040 3.0** Health, Law and Ethics
5. **HLTH 5050 3.0** Perspectives in Decision Making and Information Systems
6. **HLTH 5405 3.0** Research Methods Seminar

Electives offered by the Graduate Program in Health

In addition to the core courses listed above, students will be expected to take **elective courses** offered by the program as indicated in the chart below. One elective course in a cognate area may be allowed with permission of the Graduate Program Director. **Please note that not all electives will be offered every year.**

- HLTH 5410 3.0** Survey Design in Healthcare
- HLTH 5415 3.0** Drugs and Decisions: Decision Making and Pharmaceutical Policy
- HLTH 5420 3.0** Measuring and Improving Quality and Safety in Healthcare
- HLTH 5425 3.0** Managing E-Health
- HLTH 5430 3.0** Evaluation in Research
- HLTH 5440 3.0** Globalization, Pharmaceuticals & Health Equity
- HLTH 5450 3.0** Mental Health Policy
- HLTH 5455 3.0** Health Equity Human Resources – Working in Care
- HLTH 5460 3.0** Ideological Conflicts in Health Care: Money Versus Care, Profit Versus the Public Good
- HLTH 5465 3.0** Women & Health
- HLTH 5470 3.0** Intra-Hospital Information Systems
- HLTH 5475 3.0** Telemedicine Systems
- HLTH 5480 3.0** Public Health Policy: Canada and the Global Context
- HLTH 6290 3.0** Genetic and Public Policy, Ethics and Law

Electives from outside the Graduate Program in Health

- ANTH 5130 3.0** Issues in Medical Anthropology
- CDIS 5060 3.0** Disability in an Age of Information
- CDIS 6130 3.0** International Development in Disability and Human Rights
- CDIS 6140 3.0** Health and Disability
- COSC 6412 3.0** Data Mining
- ECON 5459 3.0** Health Economics
- HIMP 6150 3.0** Financial and Managerial Control Systems in Health Care Organizations
- ITEC 5010 3.0** IT and Organizational Strategy
- ITEC 5040 3.0** Systems Requirements Management
- SOSC 6831 3.0** Health and Illness: Policies and Politics

Additional non-credit degree requirements

(a) Masters Program - Major Research Paper

In addition to the course work outlined above, MA students have to complete the **MRP (Major Research Paper)**.

The research paper will test students against the educational objectives of being able to form an original researchable question, and to address it through an appropriate theoretical framework, review and synthesis of the literature, analysis of primary or secondary data sources and formation of a set of conclusions. It will train students in the formulation and writing of a specific project, and give students the experience of working independently on a project under faculty supervision. Students will develop a research topic given their interests in specific areas and will be supervised by faculty members with related expertise.

The MRP will be evaluated by the student's MRP first and second reader through the written work, and an oral presentation at which the student's ability to answer questions related to the MRP will be assessed. The MRP will be evaluated on the extent to which the student proposes an original researchable question, and her or his ability to address it through an appropriate theoretical framework, review and synthesis of the literature, analysis of primary or secondary data sources and formation of a set of conclusions. The length of the MRP will be 50 pages with an upper limit of no more than 65 pages, excluding references.

(b) PhD Program - Comprehensive Exams and a Dissertation

In addition to the course work as outlined above, the PhD program includes successful completion of (1) **Comprehensive Exams** and (2) a **Dissertation** as outlined below:

(1) Comprehensive Examinations

For students entering the PhD program with a Masters degree the comprehensive exams will take place in the second term.

For students direct-entry PhD students the comprehensive exams will take place in the third term of the second year of study.

In exceptional circumstances, they may be taken in the third year. The examination will consist of two written assignments, providing a concise literature review and demonstrating command of the literature. One comprehensive will be linked to the field's core courses and one will be a context specific area of study that includes research methodology. For each assignment, students will be given a choice of several topics. At least one of the written assignments will take the form of a take-home essay. The second will be the development of a course syllabus or another take-home essay.

During a subsequent oral examination, candidates will be required to demonstrate comprehensive knowledge of scholarly theoretical and empirical work that has been done in the areas that were the focus of the written assignments. **Students who do not pass the comprehensive process will be permitted to re-sit the examination once. The re-examination will take place within three months of the date of the first examination. A second failure will result in expulsion of the student from the program.**

(2) Dissertation

After successful completion of the comprehensive examination students will focus on the dissertation process. The dissertation will make an original contribution to scholarship in the student's specified field. The dissertation process has **four stages**:

- The establishment of a Supervisory Committee, if different from the comprehensive examination committee. The committee will consist of three faculty members, at least two of whom will be members of the Graduate Program in Health. The third member may be appointed to a Graduate Program other than Health;
- The preparation of a dissertation proposal, which must be approved by the Program Director, the Supervisory Committee, and the Faculty of Graduate Studies. PhD students are also expected to present their thesis proposal in the Program's bi-weekly Seminar series offered in the Fall and Winter terms, for which they will receive a non-credit course on a pass/fail basis for attending for one year and presenting their thesis proposal. This is an important forum for idea exchange and for exposing students to academic research.
- The writing of a dissertation acceptable to the Supervisory Committee and formally approved as examinable by the members of that committee;
- The successful completion of an oral examination, centered on the dissertation and matters related to it, and presided over by an Examining Committee recommended by the program director for approval and appointment by the Faculty of Graduate Studies.

Note: PhD students - both those entering with a Masters or direct-entry - have the option of completing an MRP and attaining a Master of Arts Degree. PhD students interested in switching to the Master of Arts program must indicate their interest in switching no later than their 17th term, and must complete and defend their MRP within 18 terms. All PhD students must abide by FGS requirements for completing their chosen program of study within 18 terms.

Important Notes for ALL Courses

- **All submitted work must be properly referenced using REFWORKS citation management software.** References/Bibliographies must be in either **MLA, APA or Chicago style**.
- REFWORKS is available to all York students at no costs through the York libraries. Use of this software requires registration, but does not require installation, and is available to users from any computer with an Internet connection at <http://refworks.scholarsportal.info/>. For on-line tutorials and examples, refer to the York Libraries' website at www.library.yorku.ca (click on "RefWorks")
- **Plagiarism is not tolerated.** If you are unsure, discuss this with your professor. Plagiarism will result in papers receiving a failing grade. In some courses this may automatically lead to a failing mark in the course.
- **All work must be submitted on time, as determined by the professor or course director.** Extensions can be granted ONLY in exceptional circumstances by the director of the course as well as the program director.

COURSE DESCRIPTIONS

HLTH 5010 3.0 Health and Science

Health and Science considers how science contributes to various aspects of human health. Studies in a number of areas of science, but primarily life sciences, have had huge impacts on the human condition. This course will explore the nature of certain advancements in human health and provide students with an in-depth understanding of key areas of research. The *biomedical research paradigm* will explore various advancements in our understanding of human biology including, but not limited to, studies on stem cells (what is consciousness, how should we treat neurological diseases), common molecular, cellular, physiological and behavioural mechanisms that underlie many diseases. *Health and Environment* will explore the importance of a healthy environment in determining human health (i.e. a cure for cancer isn't much good if we don't have a planet to live on). The *behavioural health research paradigm* will explore various bio-psycho-social determinants of health and the relationship between behaviour and biology.

HLTH 5020 3.0 Health and Economics

Economic analysis deals with both inputs and outputs, or costs and consequences, in a world where resources – people, time, facilities, equipment and knowledge – are scarce. Economic analysis therefore concerns itself with choices, since our ability to produce all desired output (efficacious therapies) is constrained. These choices are made on the basis of explicit and implicit criteria. Economic analysis seeks to identify criteria that may be useful in deciding among alternative uses of scarce resources.

HLTH 5030 3.0 Health and Politics

Health and Politics considers how politics – the social relations that involve authority or power -- influence the domain of health studies. Three key areas are considered. *Paradigms of Health* examines the various ways that health issues are defined and activities related to such definitions are implemented. The *Determinants Of Population Health* consider how political decisions by governments and other policymakers shape the patterns of health and disease within a society. *The Organization and Delivery of Health Care* examines how health care systems are shaped by dominant political ideologies and the economic and social forces that influence policy decisions.

HLTH 5040 3.0 Health, Law and Ethics

This course explores the relationship between health, ethics and the law. It focuses on the following key areas of study: bioethical principles and approaches, selected case and statute law and health-related issues which illustrate the intersection between legal and ethical analysis. These issues have implications for both individual and public policy decision-making. All of them impact on the social, political and economic institutions which support the health care system. Ethical theory and medical practice will be scrutinized with a focus on the following key areas: foundations of healthcare ethics and practice, concepts of illness and disease, medical decision-making, resource allocation, autonomy, paternalism and justice. There has been a number of challenges to the assumption that everyone is treated the same in our current health care system. Consequently, equity-based, feminist, social constructionist and disability rights perspectives will inform the legal and ethical analyses. These perspectives reveal complex interconnections with other power systems that can have a negative influence on equitable access to health care, such as race, ethnicity, sexual orientation, class, age and disability. An interdisciplinary approach that employs these perspectives will expand our understanding of the determinants of health in ways that exclusive reliance on a biomedical perspective will not. It can also enable us to address key questions about developing and accessing responsive health care systems.

HLTH 5050 3.0 Perspectives in Decision Making and Information Systems

One of the major aims of Decision Making and Information Systems is to help health professionals understand the decision making aspects (rational and non-rational) in health care. This course reviews decision making theories and information systems used for supporting decision making in health care, the opportunities they offer and the challenges they face.

HLTH 5405 3.0 Research Methods Seminar

This is an advanced course in research methodology. Particular emphasis will be placed on research design (experimental, quasi-experimental), methods, and paradigms of understanding that incorporates the philosophical orientations of positivism, constructivism and critical social science. The implications of such understandings for carrying out and assessing research in the social sciences including public policy, management and informatics will be examined and the appropriate methods for each paradigm presented and applied.

HLTH 5410 3.0 Survey Design in Healthcare

This course examines various aspects of survey design and survey data collection that are relevant in different health related environments. The course focuses on both questionnaire design and implementation issues, with a focus on achieving strong response through good design and procedures. Issues of validity and reliability of measurement are explored to the extent that they are important in survey design and measurement. Procedures and challenges associated with actual survey implementation and data collection are explored. Timely issues and challenges arising out of the confluence of research ethics and new privacy legislation along with other issues are also explored.

HLTH 5415 3.0 Drugs and Decisions: Decision Making and Pharmaceutical Policy

As Canada continues to spend an ever increasing percent of the health care budget on prescription drugs, it becomes more and more important to understand decision making in the pharmaceutical policy arena. This course will take a political science approach to exploring the interplay between private and public interests in making decisions around topics such as the research agenda, how drugs are priced and the system for approving new drugs and monitoring the safety and effectiveness of those on the market.

HLTH 5420 3.0 Measuring and Improving Quality and Safety in Healthcare

This course addresses both the measurement and improvement of quality and patient safety in healthcare organizations. Students will learn the principles and processes of quality improvement (QI) and patient safety including QI theory and tools, the importance of system level factors in understanding patient safety failure, and the role that measurement, leadership, culture, and inter-professional teams play in QI and safety. The principles and practices of quality management will be critically assessed including consideration of current methods used to measure and track quality and safety, the state of empirical support for process improvement techniques, and data quality challenges that are central to the measurement of patient outcome in healthcare. Legal and regulatory issues in healthcare quality and safety will also be explored.

HLTH 5425 3.0 Managing E-Health

The objective is to provide the health and industry sectors with people skilled to understand the design, selection, procurement, installation, management, maintenance, and evaluation of telemedicine and eHealth systems appropriate to present and future needs.

More specific, the course objectives are:

- a) to critically evaluate the role of current and emerging telemedicine and eHealth technology;
- b) to critically appraise relevant information and communication technologies and network technology from a system level perspective;
- c) to critically investigate the legal, regulatory, ethical and clinical aspects of telemedicine and eHealth.

HLTH 5430 3.0 Evaluation in Research

Evaluation differs from research in that it involves making practical decisions about real-life policies, programs, and practices. This course focuses on the theory and practice of evaluation as it applies to policy and equity studies in health. It considers both the similarities as well as differences of evaluation with research and reviews various paradigms and methodologies associated with the evaluation of policies in support of equity.

HLTH 5440 3.0 Globalization, Pharmaceuticals & Health Equity

Globalization in the pharmaceutical area has sparked debate about a series of issues that impact on health equity. These issues centre around two central themes: access to pharmaceuticals and ethics.

The move towards a single standard for intellectual property rights world-wide has led to significant problems in accessing pharmaceuticals in developing countries due to the lack of generic products which generate price competition. At the same time, drug companies have been unwilling to undertake research into problems largely specific to developing countries because of a lack of a market for any resulting medications. The first part of the course will explore the history of intellectual property rights (IPRs) and how and why the industry and its political supporters have been successful in strengthening IPRs. The course will then look at new initiatives to stimulate R&D in neglected diseases]. The recent effort to revise the Declaration of Helsinki and the CIOMS Guidelines on research involving human subjects are but some of the ethical controversies about how to conduct biomedical research with human subjects in developing countries. These controversies subsume the following issues: culturally appropriate practices of informed consent and subject recruitment, post-trial therapeutic commitments, models for research ethics review and questions about who should control the review process. This part of the course will address the need to conceive of and then relate ethical research practices to the different socio-cultural contexts in which they will be pursued.

HLTH 5450 3.0 Health Equity & Mental Health Policy

Involves an analysis of mental health policy from a political perspective, starting with early conceptualizations and approaches to mental health care in the 20th century. It will then explore more recent societal approaches, government initiatives and legislation in the Canadian context and draw on examples in other international contexts. Topics to be explored include: history of psychiatric care, definitions of mental health and mental illness, the meaning of therapy, legislation concerning community treatment orders and involuntary treatment, deinstitutionalization and the shift to community care, "trans-institutionalization," mental health policy development, competence in an emergency situation, consent to treatment issues, representation issues and the interests of clients and family members, and mental health policy in international jurisdictions.

HLTH 5455 3.0 Health Equity Human Resources – Working in Care

Almost one in five Canadians have paid work in health and social services and at least an equivalent number provide unpaid care. As this labour force ages and as conditions made work in care less attractive, there is growing concern about whether there will be enough doctors and nurses to provide the care we need. At the same time, more and more care work is being relocated to the household and to unpaid, often untrained providers. Moreover, infections such as SARS have made the contributions of the non-professional staff increasingly visible, especially as more of the care work is done by non-clinical providers. These processes are profoundly gendered, with women providing over 80 per cent of the paid care and an equivalent amount of the unpaid personal care. Racialization also plays a significant role, as do factors linked to other social locations. This course will explore the conceptualization, nature, conditions and relations of care work along with planning for care, paying particular attention to multiple social locations and structural forces.

HLTH 5460 3.0 Ideological Conflicts in Health Care: Money Versus Care, Profit Versus the Public Good

The shape that a health care system takes is a reflection of various forces. One of the most defining characteristics of a system is the degree to which it is an expression of individual free enterprise versus social cohesion. These distinctions are driven by the dominant ideology of the country as expressed through its government, the union movement and the strength of private enterprise. These ideological distinctions can be expressed in features of a system such as private versus public insurance for health care, for-profit versus not-for-profit delivery of health care services, whether selling organs is allowed and the uptake of public-private initiatives. This course will use a political science model to examine these and other ideological divisions in health care both in Canada and internationally. Students will be exposed to a range of literature that looks at both sides of these issues both from a theoretical and a practical, case based point-of-view.

HLTH 5465 3.0 Women & Health

Women are not only the majority of the population; they are also the majority of those who need and provide care. While there are significant differences among women in terms of their health, there are also important similarities that result not only from their bodies but also from the ways those bodies are shaped by and interpreted within social, economic and physical environments. Women have also been active in constructing both their own possibilities for health and care and the health care system. This course will explore the research on differences and their consequences for the health of both women and men. Feminist political economy focused on Canada will guide this exploration, but other perspectives and other countries will also be considered.

HLTH 5470 3.0 Intra-Hospital Information Systems

This course is designed to allow students to have an in depth knowledge of intra-hospital health related information systems, to understand the complexity of their design, the impact they have on health care information management, as well as their integration challenges. The course investigates the challenges related to streamlining information communication inside a hospital as well as the integration of intra-hospital information systems. Students will learn how to analyze new opportunities that intra-hospital information systems provide to hospitals as well as to analyze the integration requirements of these systems.

HLTH 5475 3.0 Telemedicine Systems

The objective of this course is to provide the students with skills that will enable them to be active players in health related organizations where they can analyze the technological and the functional requirements of a telemedicine application. Besides students will be able to design a telemedicine system, and draw a performance evaluation plan. The course will give the students the chance to carry out a critical analysis and assessment of existing research papers in the telemedicine field; it will also convey to the students the knowledge and the necessary skills to understand the complexity of telemedicine applications.

HLTH 5480 Public Health Policy: Canada and the Global Context

Exposes students to both the domestic and the international legal/policy environment within which public health policy is developed and implemented. It will illustrate the important relationship between domestic public health policy development and implementation and the international context. The course will explore what constitutes public health policy domestically and what constitutes public health policy in selected other jurisdictions.

The course is initiated with an in depth review of the Canadian public health legal context showing sources of public health policy as expressed in legal instruments (statutes, regulations, policy guidance, memoranda of understanding, technical standards) at provincial and federal levels. This will include the Canadian historical context and demonstrate the changing nature of what has come to be accepted as public health policy over time through an examination of how it has been expressed and implemented. The course will then examine what other modalities have been employed domestically to express public health policy and to implement public health policy objectives at the federal,

provincial/territorial and municipal levels. There is also an opportunity at this point to consider aboriginal expressions of public health policy. The course will then embark upon an examination of the larger international context for implementation of common international public health risks.

HLTH 6210 3.0 Political Economy of Health Inequities

The Political Economy of Health Inequities examines how health inequities result from public policy decisions that skew the distribution of economic and social resources among the population. These public policies are shaped by the form that the economic and political systems take in modern capitalist economies such as Canada. Canada is firmly entrenched in the “liberal” political economy camp which is associated with minimal government intervention in the operation of the marketplace. The forces that could challenge marketplace domination of societal distribution of resources are examined as a means of moving towards more equitable distribution of resources and power, thereby reducing health inequities and improving population health.

HLTH 6220 3.0 Human Rights and Health Equity

The intersection between human rights and disability is an area of health that is expanding as globalization progresses. The purpose of this course is to view health in a human rights context from both domestic and international perspectives. It begins with an exploratory look at the basic concepts of human rights and social justice in the global setting. It will then cover the following topics:

- institutional mechanisms for connecting health and human rights
- health as an equity issue
- globalization and health
- health, human rights and law
- health and disability
- reproductive technology
- HIV/AIDS
- Gender and health equity

The course incorporates the work of High Commissioner on Human Rights in health, the UN Special Rapporteur on Health and World Health Organization and raises concerns related to both developed and developing economies. The course will survey the relationships between human rights law and health law, as well as between law and the actual practice.

HLTH 6230 3.0 Health Equity Analytic Orientations

Exposes students to and grounds them in a comprehensive range of analytic orientations drawn from political science including public choice, class structure, neo-institutionalism, political economy and political philosophy, to guide their approach to policy analysis as it pertains to health equity issues. Different analytic lenses used to study political behavior and public policy will be addressed and compared. These will allow students to develop a rich and in-depth foundation in public administration and public policy analysis that they can apply to studying health equity issues.

The course draws on various theoretical and analytic orientations to study the development of contemporary Canadian and international health policy. Most sub-areas studied will involve two sessions. In the first, the instructor will lead the presentation of the theoretical concept. In the second, a student will lead a discussion that *applies* that concept to the health policy field as it pertains to health equity. The latter half of the second term will involve an exploration of “path analysis” in comparing health policy and equity issues across international contexts.

We also discuss research methods, including comparative, interview, and survey-based research approaches. The course thus supports students in determining the analytic orientation they will adopt in their dissertation research. The final paper will indeed involve students’ application of an analytic approach to a health equity issue concerning public policy.

HLTH 6245 Perspectives on Knowledge Transfer, Evidence and Decision Making in Organizations

The study of the use of information, knowledge, and evidence in decision-making has long been an important part of organizational theory. Organizational scholars have focused on studies of decision-making because decision-making defines both the processes and the outcomes of organizations. Decisions shape the services and products of organizations and the experiences of those who work there. In healthcare, the growing focus on the development and application of evidence-based decision making has stimulated interest in adopting similar guidelines for decision-making in managerial practice in healthcare. This course will explore perspectives on decision making in the organizational literature and the move to evidence based Decision making in healthcare. Perspectives from other related disciplines will also be explored. This course will also explore models of knowledge transfer and exchange involving interactions between decision makers and researchers. This section of the course will focus on thinking about how mutual learning can be achieved through the process of planning, disseminating, and applying existing or new research in decision-making. Knowledge exchange is necessary to achieve a better understanding of each other's work, new partnerships, and the use of research-based evidence in health management and policy decision-making. More and better transfer of knowledge embedded in research is urgently needed to support improved performance in multiple areas of the health system. The conceptual and methodological dimensions of knowledge exchange will be discussed. Selected current best practices in Canada and other countries will be used for case study analyses. There will be a combined focus on the challenges associated with the individual role as knowledge broker as well as organizational capacity building. Specific seminar topics will include: knowledge as evidence; using electronic communication to enable innovative liaisons; developing networks and communities of practice; and creating partnerships between policy, academia and practice.

HLST 6250 3.0 Strategic Change Management in Healthcare Organizations

This course provides an objective basis for decision making. The goal of this course is to familiarize students with conceptual frameworks, debates, and developments in contemporary strategic thinking in the context of change management. Emphasis will be placed on the exploration of various theoretical perspectives, ideas, issues and on the sharing of knowledge through classroom discussion. Learning Objectives are:

- To provide students with useful conceptual tools to guide analysis and decision making
- To enhance awareness and increased understanding of critical strategic issues facing various types of healthcare organizations
- To develop critical thinking skills via the application of concepts and theories to case studies
- To stimulate students to explore and evaluate new and developing areas of strategic management theory

HLTH 6260 Health Information Management and Systems

One of the major aims of Health Information Management is to help health professionals make better decisions. To this end, diverse models and methods of decision making and decision support have been developed and implemented in health care settings. This course reviews theories, methods, and technologies for aiding the process of making decisions in health care. This course represents a comprehensive approach of information management, record management, policy and planning. Provides students with the knowledge and skills to manage health information services in health organizations, to use computer technologies to collect, manage analyze and technically evaluate health information and work with confidential health records. Topics Include:

- The evolution of healthcare information
- The role of information Systems
- Decision making and Decision support in Healthcare
- Decision Support Systems and their impact on the future Health Decision Making
- Integrating data into Management Information Systems
- Informatics in Healthcare: Managing Organizational Change
- Electronic Health Record

This course examines also the forces outside healthcare facilities that directly affect the collection, maintenance and dissemination of health information. Topics include international trends in healthcare, federal and state government regulations, national trends in healthcare delivery and technology.

HLTH 6290 Genetics and Public Policy, Ethics, and Law

Explores the political, societal, ethical and philosophical issues concerning society's emerging understanding of genetics, its biotechnologic applications and the implications for health policy, regulation and legislation, covering a range of areas. These include the history of biotechnology, reproductive issues (prenatal and pre-implantation genetic testing) and their ethical, societal and economic implications. Other areas of exploration include gene therapy, epigenetics, cloning, genetically modified foods, biotechnology and patents (e.g. the Myriad patent on cancer gene testing), and societal legislative and policy responses. The implications of new technologies for the environment and public health care will be considered, including coverage decisions, the federal/provincial government regulatory role, and private insurance.

CDIS 5060 3.0 Disability in the Age of Information Technology

This course will examine the implications of information technology for the lives, work and identities of persons with disabilities. The course will focus on topics including discourse, ideology and representation of information technology in society, accessibility, embodiment and computer technology, and ethics of technological change. The course will address recent examples of technology and globalization, and the introduction and implementation of technology in relationship to persons with disability, focusing on issues of the adaptation of technology and on participation in the development of new technology.

CDIS 6130 3.0 International Development in Disability and Human Rights

This course examines international development, human rights and disability rights. Different cultural interpretations and experiences of the definition of disability will be considered, including a comparative examination of specific disability policies, or the absence thereof, in different parts of the developing world. Topics also include local and regional disability advocacy work; the impact of civil and imperialist conflict on people with disabilities; refugees and disability support; and the role of non-governmental organizations and the influence of international organizations such as the World Bank and the International Monetary Fund on disability rights in the developing world.

CDIS 6140 3.0 Health and Disability

This course considers the theoretical distinctions between two dominant discourses: disability as an individual pathology and as a social pathology. Students will review biomedical and functional accounts of disability in comparison to social perspectives. The course will investigate the social construction of disability and illness, and the relationship between the two. Students will further investigate how systems of inequality produce illness and disablement. The conflation of disability with ill health is rooted in a narrow definition of health based on the presence of disease or infirmity, the use of medical practitioners as gatekeepers to disability benefits and an inability to acknowledge the multiple ways in which disabilities are often created by societal norms that inflexibly accommodate multiple needs. Students will develop an understanding of disability as a form of social disadvantage that is nested within larger systems of inequality.

Graduate Program in Health

Course Schedule (2009-2010)

Terms: Y - September 2009 to April 2010

F - September 2009 to December 2009

S - May 2010 to August 2010

W - January 2010 to April 2010

S1 - May 2010 to June 2010

Reading Weeks (no class): F = October 10 – 16, 2009

W = February 15 - 19, 2010

Course	Term	Title	Cat. #	Instructor	Day	Time	State Date	Location
HLTH 5020 3.0 A	F	Health and Economics	TBD	TBD	Tue	4:00 pm – 7:00 pm	Sept 15	TBD
HLTH 6210 3.0 A	F	Political Economy of Health Inequities	TBD	TBD	Mon	4:00 pm – 7:00 pm	Sept 14	TBD
HLTH 5030 3.0 M	W	Health and Politics	TBD	TBD	Wed	4:00 pm – 7:00 pm	Jan 6	TBD
HLTH 6230 3.0 M	W	Health Equity Analytic Orientations	TBD	TBD	Tue	11:30 am – 2:30 pm	Jan 5	TBD

ALL SORTS OF IMPORTANT INFORMATION AND PLACES ON CAMPUS

Change of Address, Phone Number(s) and Social Insurance Number (SIN)

Students are required to notify the Graduate Program Assistant of the new address / phone number(s) / SIN by email and make the changes on the Registrar's Office website at www.registrar.yorku.ca

Childcare on Campus

Lee Wiggins Childcare Centre

The Centre (formerly the Student Centre Childcare) is a flexible, part-time licensed childcare which is located on the second floor of the Student Centre Building. It offers part-time users more flexibility in their own personal schedule. The Centre is licensed for 24 children ages 18 months to 5 years, and is open Monday to Friday from 8:15 a.m. to 5:30 p.m. Priority is given to students and CUPE members.

Tel: (416) 736-5959 Fax: (416) 736-5884 www.yorku.ca/children

Co-Operative Day Care Centre

The co-operative day care centre, located in Atkinson Residence on the main campus, is licensed to serve 119 children between the ages of 0-9 years.

Fees are based on monthly payments plus one hour of participation per week. Further information may be obtained by contacting the Day Care Centre.

90 Atkinson Road, Room 128
Tel: (416) 736-5190 Fax: (416) 736-5291
e-mail: daycare@yorku.ca www.yorku.ca/daycare

Dossier Services

The Career Centre provides dossier service to both current and former CUPE 3903 (Unit 1 & 2) employees who are within 24 months of their last CUPE 3903 (Unit 1 & 2) appointment contract.

This service stores and forwards transcripts and reference letters to support applications for research grants, scholarships and academic job search. A \$20.00, non-refundable, registration fee is required. Visit the Career Centre website at www.yorku.ca/careers/ma_phd/services_dossier.html for details.

Career Centre

Suite 202, McLaughlin College
Tel: (416) 736-5351 Fax: (416) 736-5684 e-mail: career@yorku.ca

Food and Refreshments

The York University campus hosts a number of restaurants, stores, and cafeterias. The largest variety can be found in **York Lanes** as well as on the main floor of the **Student Centre**, which houses fast food outlets and the Underground Restaurant. There are also a few places to get food and refreshments in **Central Square**, **Atkinson**, **Osgoode** and the **TEL building**. The Graduate Students' Association owns and operates the **Grad Lounge**, a pub and restaurant in S166 Ross Building.

Gym and Swim

Exercise and recreation facilities on campus include three large gymnasiums in the Tait McKenzie Building, which also has a 25-metre swimming pool and training centre. Next to this building are playing fields, tennis courts, a track and field complex and skating arena.
Tel: (416) 736-5184 www.recreation.yorku.ca

Health care

(1) All full-time graduate students at York have access to low-cost extended health and dental coverage administered by the **Graduate Students' Association (GSA)**. This plan will provide graduate students with coverage that would otherwise be several times more expensive. The plan covers all full-time graduate students who are **not** covered by the CUPE 3903 plan (see below) or by a personal health insurance policy. Students who can provide proof of other coverage can opt out of the plan to be released by the GSA. For more information, contact the GSA Health Plan Office.

Room 325, Student Centre Complex
Tel: (416) 736-5213 health@yugsa.ca www.yugsa.ca

(2) **CUPE 3903** also provides a healthcare package (dental and drug plan) for full-time graduate students who have held at least one Teaching Assistantship (Unit 1 members) or Graduate Assistantship (Unit 3 members).

Eligible students will receive an enrolment package from the employer a few weeks before they become eligible for coverage. If the contract begins in September, they must fill out an enrolment form and return it to the address provided by the end of the first week of October so that their coverage can begin. If they do not receive an enrolment package, students should contact the union office at 416-736-5154. Note that benefits are retroactive to September 1 *only* for those who enroll by the end of the first week of October. After that date, you will be enrolled as of the day that you submit your Enrollment Form to Human Resources.

The health plan begins on the first day of your contract, provided that you enroll yourself by the deadline, and continues for four months after the end of the last eligible contract with York University. All Unit 1 members who meet the above criteria are also eligible to enroll their partners or spouses (including same-sex) and dependents in both the Drug/Vision and Dental Plans.

104 East Office Building
Tel: (416)736-5154 Fax: (416)736-5480 <http://tao.ca/~cupe3903/web/?q=node/12>

Libraries & Library Resources

The York University Libraries website www.library.yorku.ca provides extensive information on services provided.

There is a link to various "**eResources**" or electronic resources available on the website. This is very helpful when searching for journal articles because it provides direct links to many different subject databases available online.

On-line library resources are also available, as well as information on **research workshops** that provide in-depth coverage for how to use library resources.

The YU card will be used as your library card. The librarian will also give you a library **Personal Identification Number (PIN)** that you will need to renew materials from home or use electronic resources from home. Electronic resources are very helpful because they allow you to search databases that contain references to thousands of research articles relating to a particular subject. You can then look up the references at the library and obtain the articles.

Quick Run-down of how to search for journal articles:

1. Connect to the internet and go to www.library.yorku.ca
2. This can be done either remotely (off campus) or on campus computers. If you are accessing the electronic journal databases remotely, you must have your student identification number or library card number and your library Personal Identification Number. Under the **"eResources"** category, click on **"Use eResources at home"**. Read the instructions and then click on the **Log In Page** link. Enter the information required, and you can now access all electronic resources from home as though you were working on a computer on campus.
3. Under the **"eResources"** category, you can find articles in several ways. First, if you only have a vague idea of the subject, you can click on **"Find by Subject"**. Browse the subjects to narrow down your search to one or a few subject areas. For example, if you know you are looking for something under the subject of sociology, you can click on "Sociology" and all the databases containing abstracts or articles related to sociology will pop up. You can then click on the links for any of the databases and search for articles.
4. If you know the exact title of the database you are looking for, such as "Sociological Abstracts" you can enter the title and it will find the database for you. You can then access the database by clicking on the link.
5. Once you are in the database, you can do a search for articles. Most databases operate similarly. You can enter a few words such as "disability studies", or an author's last name, and the database will call up all articles containing those words, or by authors with that name. Many databases contain general instructions for how to do a search.

Scott Library

The largest library on campus features an impressive general reference section with dozens of computer search stations, a social science and humanities collection, and specialty collections such as the **Map Library**, the **York Archives**, and the **Sound and Moving Image Library (SMIL)**. Library tours are offered on a regular basis, and are highly recommended for new students.

The Scott Library also offers such services as the **electronic databases, extended loan status (100 days)** for graduate students, and **inter-library loans**. Online services are also quite useful, such as online material renewals. You can also order dissertations through the library for a minimal fee.

For more services, check out their website at www.library.yorku.ca. If you have any trouble finding resources, go to the **second floor reference desk** where people can help you find what you are looking for.

133 Central Square

Circulation & Reserves: (416) 736-5181

Renewal:

(416) 736-5760

InfoDesk: (416) 736-5150

Graduate Student Reading Room Room 409 in Scott Library

This fully accessible and wireless **Graduate Student Reading Room** which is equipped with: Only graduate students can enter this Reading Room by punching in the current door access code which will be changed periodically. **To learn the current code, complete the "Graduate Student Reading Room Door Access Code Form"** on-line at www.library.yorku.ca/ccm/FacilitiesAndEquipment/GSRRnote

Library Accessibility Services Department Room 134 in Scott Library (behind the circulation desk on ground floor)

Services provided includes use of adaptive equipment rooms, assistance with retrieving library material, help to make photocopies, and transcription services. Students who wish to use these services in the Scott Library must be registered with the Counselling and Disability Services (CDS) at York University.

Contact: Tina McColl (Tel) 416-736-2100 ext. 88877 tmccoll@yorku.ca
www.library.yorku.ca/ccm/DisabilityServices

University of Toronto Library Borrowing Privileges for York Students

York has a partnership with the University of Toronto libraries. You can get a U of T library card with free borrowing privileges by taking your YU card to the circulation desk at either Robarts Library or the OISE Library.

Extended Loan Privileges

The Faculty of Graduate Studies Library Policy on Extended Loan Privileges states:

"Graduate students may apply for extended loan privileges at the circulation desk at Scott library, by submitting a signed letter from the Program Director that they are currently working on their Masters thesis or Doctoral dissertation." (note that this is also applicable to Major Research Papers as well).

With extended loan privileges granted, two-week items at Scott, Steacie, Law and Frost libraries are automatically charged out for 100 days **but are subject to recall if other borrowers have placed an hold on the items.** **Unless requested by another borrower, materials borrowed on extended loan may be renewed twice. Items with more than one hold are loaned for 7 days only and are not renewable.** Extended loan privileges automatically carry over from year to year. Students are not required to submit subsequent letters.

Students will be given a signed letter indicating extended loan privileges when they start their Major Research Paper or Dissertation research, whichever applies.

More York Libraries:

- **Business and Government Publications Library**
 - Contains government documents and business publications.
 - S237 Schulich School of Business

- Ph. (416)-736-5139
- **Law Library**
 - Houses one of Canada's best collections of legal materials.
 - Osgoode Hall Law School – basement
 - Ph. (416) 736-5205
- **Nellie Langford Rowell Library**
 - Contains materials on women's issues: books, government documents, and over 100 Canadian and International women's periodicals.
 - 204 Founders College
 - Ph. (416) 736-2100 ext. 33219
- **Steacie Science Library**
 - Maintains an extensive collection of books, journals, and microfilms on a wide variety of scientific subjects.
 - T102 Steacie Science Building
 - Ph. (416) 736-5084

Lounge & Conference/Meeting Rooms

A fully-equipped student lounge - **Room 006, HNES building (floor "G")** - is open to all graduate students in Health as well as in Critical Disability Studies programs. An access code will be emailed to you at your YORKU email address in the 2nd week of September.

In addition, you may use the common lounge - **Room 018 in the same building** – which is for all students of Faculties and Schools which are located in HNES. There are also rooms that may be reserved through various units on campus, depending on availability, for events/meetings/conferences. Please contact the Graduate Program Assistants at 416-736-2100 ext. 22115 or 44494 for booking.

Furthermore, GSA has 3 rooms directly above the GSA office in **room 430 of the Student Centre**: a conference/common room and two boardrooms. These rooms may be booked for meetings, conferences, study groups and other group activities. The large conference room also serves as a graduate common room. To book the rooms please stop by or phone the GSA at (416) 736-5865.

On-Campus Housing

The York Apartments are a complex of apartment buildings administered by the York Apartments Office of Student Housing Services catering to graduate students and married or more mature undergraduate students. They consist of 5 high-rise buildings (Assiniboine and Atkinson), and a stacked Townhouse building (Passy Gardens). All buildings are located in the south section of the York campus. Occupancy is by lease for a specified period of time and both furnished and unfurnished models are available.

Six one-bedroom apartments in Passy Gardens and two in Assiniboine are modified for wheelchair accessibility. Students with special needs based on medical factors should contact the Office for Persons with Disabilities for an expedited referral. They should also examine the apartments before accepting them, as changes will not be made after a lease has been signed.

Student Housing Services
Room 101, 340 Assiniboine Road

Tel: (416) 736-5152

www.yorku.ca/stuhouse/yorkapts

Off-Campus Housing

Places4STUDENTS is an on-line search service for housing provided by Student Community & Leadership Development (SC&LD). York Students can look for/list a place and find a roommate using this service at no costs. The accommodations in this listing have not been assessed by the staff of SC&LD. As with all rental accommodations, please be cautious. If in doubt, seek legal advice before committing to any contracts. SC&LD is purely a listing agent with the landlords.

Student Community & Leadership Development (SC&LD)

S172 Ross Building

Tel: (416) 736-5144

www.places4students.com

Photocopiers

Self-service photocopiers are located in all libraries on campus. Most require you to use a photocopy card to pay for copies but a selected few are equipped to handle coins. Students may purchase a photocopier card from machines in all libraries. In Scott Library, the machines are located either on the second floor or in the Copy Centre on the main floor. A loonie (\$1) is required to purchase the initial card. Value may be added to a card up to a maximum amount of \$99.

REFWORKS Citation Management Software

York University Libraries have purchased a license agreement with RefWorks to give all York students, faculty, and staff access to the RefWorks citation management software at no charge to individuals. RefWorks is a user-friendly program that allows users to generate and manage bibliographies for use in their written work. Use of RefWorks requires registration, but does not require the installation of any software, and is available to users from any computer with an Internet connection at <http://refworks.scholarsportal.info/>. **Students are expected to use Refworks for all submitted work.**

Detailed information is available at:

<http://www.library.yorku.ca/ccm/Home/ResearchAndInstruction/citationmgmt/refworks.en>

Security Control Centre (SCS)

“**Why Work Alone**” is for members of the York community who are concerned about working alone on a floor of a building after hours. York Security Services can arrange to check regularly at your request to make sure you are all right and feel safe.

Operated by York Security Services, the SCS is staffed 24 hours a day throughout the year. The Centre's fully-trained officers are equipped to coordinate the appropriate level of response in the shortest possible time, arranging, where necessary, to meet emergency vehicles (police, fire, ambulance) at the main entrance to campus. Emergency personnel are then escorted directly to the scene of an incident. All security personnel are trained in first aid and CPR.

In a life-threatening emergency, call 911 directly. For other urgent campus matters arising at York or Glendon, call 33333 or (416) 736-5333, or simply pick up the receiver of any Emergency Blue Light Telephone or elevator emergency telephone. The latter connect directly to Security Control Centre. You can also make a free call to the Centre from any campus pay phone.

On occasion, a personal emergency may require a student to be contacted quickly. The SCS

will only consider contacting students when a request is deemed urgent or life-threatening. Students are urged to provide those who may need to reach them in an emergency with an up-to-date copy of their class timetable specifying days, times and locations.

For non-emergencies or general security information, call (416) 650-8000, or extension 58000 if you are using an on-campus phone. You can also check www.yorku.ca/security.

YU Card

This photo student ID card is required to access services across campus such as OSAP pick-up, library services, and York athletic facilities. It does not cost anything, but if you lose it, there is a replacement fee.

Students are required to show two pieces of photo IDs when arranging for their YU-Card including government issued photo identification.

Photos can be taken at:

YU-card Office

Room 200, William Small Centre

(Tel) 416-736-5674

www.yorku.ca/yucard

Faculty Mailboxes

All faculty members have a mailbox in **Room 417, HNES Building**. Faculty members associated with other programs have their mails forwarded to them.

Student Mailboxes and Offices

PhD students will be assigned a shared mailbox in Room 417, HNES Building. **A refundable cheque payment of \$30.00 payable to York University is required. Cash is not accepted.**

M.A. students will be assigned a shared mailbox in the student lounge (Room 006 on floor "G" in HNES Building). Keys are not required to access these mailboxes as long as you can enter the student lounge using the access code emailed to you at your YORKU email address upon the entrance to the program.

Students can request for a shared student office which is located across the student lounge – (Rooms 005 to 012 on floor "G" in HNES Building). However, due to the limited number of rooms, priority will be given on a first-come-first-serve basis in the order of:

1. full-time incoming and returning PhD students
2. full-time incoming M.A. students
3. part-time incoming M.A. students
4. returning M.A. students

A refundable cheque payment of \$30.00 payable to York University is required. Cash is not accepted.

<p>HNES Building is FULLY WIRELESS accessible through AirYork - Wireless Network Service At York.</p>
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FGS EMAIL ACCOUNT POLICY

Official communications from the Faculty of Graduate Studies or the Graduate Program Offices and other University Offices will be sent only to yorku.ca email addresses.

It is the students' responsibility to obtain a yorku.ca email address and:

- Check for messages on a regular basis;
- Manage the "mailbox" within specified quota to ensure continued reliable delivery of messages;
- Where applicable attend to junk/spam folders to ensure that legitimate messages are not overlooked.

When communicating with offices of the University or in a teaching capacity the yorku.ca email account must be used.

If you have any questions or concerns about this policy, please e-mail fgsgen@yorku.ca.

How to create and activate a York U. email account?

Follow the instructions listed under the section "**Technology**" in this Handbook.

FGS INTELLECTUAL PROPERTY POLICY

www.yorku.ca/grads/policies/intellectualproperty.htm

The Faculty of Graduate Studies recognizes the mission of the university to seek, preserve, and disseminate knowledge and to conduct research in a fair, open, and morally responsible manner.

In such regard, the Faculty of Graduate Studies believes that intellectual property rights are divided among several interests, and that the rights and obligations of various claimants should be specified, fairly regulated, and that disputes arising may be mediated. All parties, students and faculty are expected to behave in an ethically appropriate manner beyond their immediate graduate student/supervisory relationship, to encompass intellectual property rights, dissemination of research data, and in making decisions on authorship and publication of joint research.

Because of the varied cultural aspects and practices that differ among the graduate programs, each program is responsible for enacting and enforcing this policy of appropriate ethical practices on intellectual property rights, in accordance with the basic tenets of the general principles found in the Faculty of Graduate Studies Report on Intellectual Property (February 1995). **Programs which choose not to enact their own specific policy are bound by the Faculty Policy on Intellectual Property for Graduate Programs.**

Application of the Faculty of Graduate Studies Intellectual Property Policy

The purpose of this section is to allow programs to enact a variant policy, to take into account normative practices and procedures of a discipline that may not be adequately described in the Faculty Policy on Intellectual Property for Graduate Programs. **Programs will have an obligation to inform their students and faculty of the existence of the program policy, and especially of the nature of any special conditions, or of the Faculty Policy on Intellectual Property for Graduate Programs, if a program does not elect to formulate their own policy.**

In the production of a program policy, no program may impose unreasonable or unusual conditions on any student or faculty member as a condition of admission to, or participation or teaching in a program. Furthermore, no individual agreement between a faculty member and a graduate student will impose unreasonable or unusual conditions on the student.

To ensure that the unequal power and influence of the faculty member in the supervisor/student relationship does not overwhelm the student, the Executive Committee of the Graduate Program will review all individual agreements to ensure that this condition is respected. The policy of each program must ensure that the Executive Committee of the Graduate Program may annul any individual agreement, and/or ask for redrafting of an agreement, where they consider that this condition has not been respected.

The program policy will be entitled 'Intellectual Property Policy of the Graduate Program in Critical Disability Studies', and must be submitted to the Faculty of Graduate Studies for approval by the Executive Committee and Council within three months after approval of the Faculty Policy on Intellectual Property for Graduate Programs.

The Faculty Policy for Graduate Programs On Intellectual Property Relationships Between Graduate Students And Their Supervisors

The following clauses, concerning authorship, publication and individual agreements relating to graduate students and their supervisors, are to serve as the Faculty Policy on Intellectual Property for Graduate Programs who wish to devise their own policy, principles and practices.

Clauses 1 through 15, either in their entirety or reworded, must be included in all Graduate Programs' policies. If clauses are reworded, the programs must ensure that the spirit of the Faculty wording is encompassed. The clauses may be augmented if the programs so wish. All program policies, which will be expected to have an appropriate preamble, are subject to the approval of the Faculty of Graduate Studies Executive Committee and Council.

Authorship

1. Authorship can only be credited to those who make substantial intellectual contributions to a piece of work. Accepting the addition of an author who has not made a significant intellectual contribution to the piece of work is not ethical for authors.
2. Authors accept not only credit but also responsibility for their work and, in particular, for ensuring that the work conforms to appropriate standards of Academic Honesty.
3. Generally, the order of authors' names in a publication should reflect the substance of their relative contributions to the work, with priority going to those who made the greatest or most significant contribution. Supervisors should discuss the issue of authorship, and what factors may determine the final order of authorship, normally before commencing the work.
4. Where the major substance or data of a coauthored publication is based on a portion of a graduate student's work, the student will normally be the first author. The supervisor or joint authors should be prepared to offer a rationale in cases where the student is not listed as the first author. Where the work has been written up in a dissertation or thesis or paper before the research is published, the publication will normally cite the dissertation, thesis, or paper on which it is based.
5. Anyone otherwise entitled to be acknowledged as a coauthor may forfeit that right if they leave the project before substantially completing it. In such cases their contribution to the work shall nonetheless be acknowledged in an appropriate manner by the author(s), for example in the acknowledgements section of the publication.
6. Providing financial support for a student's dissertation, thesis, or research paper is not, in itself, sufficient to warrant authorship. Only where intellectual input is provided beyond financial support, should co-authorship be considered.
7. Supplying minor editorial work for a student's dissertation, thesis, or research paper is not, in itself, sufficient to warrant co-authorship.
8. If a student is employed as a Research Assistant in circumstances where the work done in the course of that employment is not intended to and does not in fact become part of work done for the degree requirements, then the student may not normally claim co-authorship and does not own the data, except through a prior agreement that is consistent with the general principles above.
9. If a student is employed as a Research Assistant in circumstances where the work done in the course of that employment becomes part of the thesis/dissertation/research paper, the student may, at a minimum, claim co-ownership of the data but as the author of the thesis/dissertation/research paper owns the overall copyright.

Publication

10. The university has an important duty, grounded in the public interest, to seek, preserve and disseminate knowledge. Therefore, authors should attempt to publish their work in a timely fashion. In cases where work must be kept confidential and unpublished for a time, the period of delay should normally be no more than one year from the date of acceptance of a thesis or dissertation, and should in no circumstances extend beyond two years from that date.

11. Publications by graduate students and faculty must give full and proper acknowledgment to the contribution of other students or faculty, or others to their work, notwithstanding that such contribution may not warrant authorship. Such contributions should be substantial, in accordance with the particular discipline, and may include items such as original ideas that led directly to the research work, or requested commentary that resulted in significant changes to the research.

12. Normally, all co-authors or co-owners of the data need to concur in publishing or presenting the work. Co-authors should agree to the time or place of presentation or publication of their jointly authored work prior to the presentation or publication, but such agreement should not be unreasonably withheld. The inability of the author(s) to contact another co-author prior to presentation at a meeting or seminar should not prevent work from being publicly disseminated, provided they make reasonable efforts to contact all contributors to obtain prior agreement.

13. To verify research materials or data, there must be provisions for access. Supervisors and sponsors may, with agreement of the student, retain the original materials provided. Under such circumstances students shall normally be presented on request with complete and usable copies of those materials.

14. Where there has been significant substantive and intellectual contribution by the supervisor to the research, the intellectual property emanating thereof shall normally be the joint property of graduate students and their supervisor or sponsor for the masters or doctoral project in which the materials were created. When the physical research materials embody intellectual property, the student should have reasonable access to this material. Agreements concerning research materials and data should be made, where possible, before the commencement of research.

15. Students shall not use in their dissertations, theses or papers data or results generated by someone else without first obtaining permission from those who own the materials.

Individual agreements

Students and faculty may enter into individual agreements that modify their intellectual property rights. If they do so, the provisions of clauses 16 through 19 below must be observed.

16. Individual agreements should specify any financial relations and associated rights and obligations, provisions for ownership and control of original data and research materials, authorship, publication, and presentation.

17. All individual agreements must explicitly state that they are subject to applicable Collective Agreements and all University regulations in force at the time.

18. All individual agreements must be completed within four months of a student starting a significant portion of the research for a thesis or dissertation, or within four months of the student joining a laboratory. In the case for students joining a specific laboratory to undertake research with a specific supervisor, the supervisor should indicate prior to the arrival of the student the nature of any agreement expected to be entered into between the supervisor and the student.

19. All individual agreements will be reviewed by the Executive Committee of the Graduate Program to ensure that the agreement does not impose any unreasonable or unusual conditions on the student. The Executive Committee of the Graduate Program may annul any individual agreement or ask for redrafting where this condition has not been respected.

Education and Information

Education is a most powerful tool to promote appropriate ethical behaviour in the graduate student/supervisor relationship, especially concerning intellectual property rights, dissemination of research data, authorship, and publication of joint research. Moreover, a suitable educational session to inform graduate students of their rights and obligations concerning intellectual property and associated aspects would go a long way to ensuring that potential conflicts are eliminated before intervention is required. **Therefore, graduate programs should present an educational and information session to incoming graduate students on such matters as part of their orientation.** To assist in this task, graduate programs should use the section of the report of the Task Force on Intellectual Property entitled "Intellectual Property and the Graduate Student at York", and ensure that copies of this section are provided to all new faculty and incoming graduate students. Furthermore, the Graduate Programs would find an educational session useful to continually update faculty members on what documentation may or should be included in appropriate individual agreements. **To ensure that the educational session is held, Graduate Programs are required to include in their intellectual property policy the following statement:**

That Graduate Program in will normally hold an information session on ethical aspects of research including intellectual property rights, and related issues, during the orientation session for new incoming graduate students. All new students and faculty will be provided with copies of the most recent edition of the document entitled "Intellectual Property and the Graduate Student at York."

Dispute Resolution

In such a complex area, disputes may arise even among people of good will, for example, out of conflicting understandings of fact, or interpretations of the law, Faculty or program regulations, or individual agreements.

The primary role of the Faculty of Graduate Studies should be to provide general directives and principles governing the graduate student/supervisory relationship, to educate and inform parties about their rights and appropriate behaviour, and to assist parties in mediating disputes. The latter imply that the parties can probably come to a voluntary and informed agreement between themselves. Generally, the imposition of resolutions by a Faculty or by arbitrators is far less satisfactory. Therefore, the following mediative process is suggested as a means of resolving disputes.

In disputes arising out of Program Policies or Individual Agreements, parties should initiate a complaint in writing, and bring it to the attention of the Program Director of the Program in which the student is enrolled, with a copy to the Dean of the Faculty of Graduate Studies.

The Program Director should arrange an informal meeting of the parties to discuss the substance of the dispute, the possibility of negotiating an agreement at the Program level, and to determine the necessity of approaching the Faculty for assistance. At the meeting, the parties shall be informed that they may at their own expense, seek legal remedy. At any point, if any party chooses to proceed in law, the mediative role of the Program or Faculty shall end.

If the parties choose to proceed to mediation, a mediator acceptable to the parties, preferably from outside the graduate program will be used, unless all parties agree to mediation by the Program Director. In cases where the nature of the dispute involves a requirement for technical knowledge of the matter, the Program Director may form a hearing committee consisting of her/himself and necessary experts in the subject matter who preferably come from outside the graduate program. In assisting the parties in mediation, the Program Director or mediator must have regard to the fact that students and faculty generally stand in a relation of unequal power, and thus ensure that any agreement reached is consistent with the general principles of the report of the Task Force on Intellectual Property.

If the dispute cannot be settled by mediation within the Program, and on request of the parties, the Dean of the Faculty of Graduate Studies or his or her representative shall review the initial attempt at mediation, and if warranted may proceed with a new attempt at mediation, subject to the same conditions as stated above. In matters outside of ownership of intellectual property, the Faculty may direct how a settlement should be reached.

FGS Regulations

The followings are some regulations extracted from the FGS Calendar, which is given to you in the form of CD-ROMS by the Office of Admissions along with an offer of admissions.

Graduate students must familiarize themselves with all of the regulations outlined in the FGS Calendar which is posted online at www.yorku.ca/grads/calendar/facultyregulations.pdf

REGISTRATION AND REGISTRATION STATUS

13. Registration

All candidates must maintain one of the categories of registration as in Regulations 13, 14, 15 and 16, in each term until either graduation or withdrawal from the University subject to the time limits set out in Regulations 21 and 30, and they must pay the appropriate fee.

In order to withdraw from the Faculty of Graduate Studies, students must submit a letter to their graduate program office. The effective date of withdrawal is the date the letter is received. Withdrawing from a course does not constitute official withdrawal from the program.

Students are expected to remain in the category of registration to which they are admitted unless a change of status is approved by the program director and the Dean. Students who are granted approval to change their status (full-time to part-time or part-time to full-time) for reasons affecting academic progress are then expected to remain in the new category of registration for a minimum of two terms or in accordance with Regulation 13 (v) below.

Master's students must register and pay fees for a minimum of the equivalent of three terms of full-time registration, except in programs where a longer time is specified. Doctor of Philosophy students must register and pay fees for a minimum of the equivalent of six terms of full-time registration.

Unless students have/have been withdrawn from the program or are on leaves of absence of any kind, continuing students must maintain continuous registration and pay the corresponding tuition fee/leaves of absence fee regardless of whether they are enrolled in any courses.

14. Definition of Full-time Student

Students are designated as full-time graduate students if they:

(i) are geographically available and visit the campus regularly. (A graduate student may be absent from the campus while still under supervision, e.g., visiting libraries, attending a graduate course at another institution, field work, etc. If such periods of absence exceed four weeks in any term, approval of the graduate program director and the Dean of Graduate Studies is required.); and

(ii) are not regularly employed by the University for more than an average of ten hours per week for any period for which they are registered full-time graduate students. (If the student is employed as a teaching assistant or demonstrator, the ten hours per week represents the total time spent by the student in connection with the appointment and includes the time spent on preparative work, reading set assignments, marking examinations, etc.); and

(iii) identify themselves as full-time graduate students; and

(iv) are so identified by the University and if their rate of progress in their studies is acceptable to their graduate program; and

(v) have not normally completed more than two years (two and two-third's years [eight terms] for M.E.S. students) of full-time study at the Master's level or not more than six years of full-time study at the Doctoral level.

15. Definition of Part-time Student

Students who do not meet the criteria specified in Faculty Regulation 13 "Definition of Full-time Student" will be designated as part-time students.

16. Absences from Studies or from the University

The requirement of continuous registration supports students toward the timely completion of their studies. However, the university recognizes that from time to time students may need to be absent from their studies or from the university while maintaining an affiliation with York University. To take such absences, students must make a request to the Dean through their graduate program office. If the request is granted, students must ensure that they maintain continuous registration and pay the fees associated with the particular category of absence.

There are two categories of absences from the program of studies or from the university:

- (a) absences that are included in the number of terms to completion; and,
- (b) absences that are not included in the number of terms to completion.

For all categories of absence, students are reminded that they must be registered full-time or part-time for the last two terms of their program of studies.

Absences that are Included in the Number of Terms to Completion

External student status

External students are those who have completed all course requirements on either a full-time or a part-time basis and who are not physically present at the University for purposes of using its facilities or receiving supervision.

Example:

- students conducting fieldwork or research without supervision

Restrictions:

- maximum number of terms (over the course of the degree program): 3

Absences that are Not Included in the Number of Terms to Completion

a) Elective leave of absence

Students applying for an elective leave of absence do not have to provide grounds for their request as long as it is submitted in a timely fashion.

Restrictions:

- maximum number of terms (over the course of the degree program) for elective leave of absence: 1
- student must have completed two terms of study
- not available to students in those Master's programs where all program requirements are expected to be completed in three terms.
- may not be used by students in the Graduate Program in Environmental Studies to pursue any activities which form part of a plan of study (such as a field experience, individual directed study, or individual research), or for which any form of residual program credit might otherwise be requested

b) Exceptional circumstances leave of absence

Students applying for a leave of absence under exceptional circumstances are students who are facing a type of hardship that takes them away from their studies.

Examples of exceptional circumstances:

- Medical, extraordinary demands of full-time employment for part-time students, compassionate circumstances

Restrictions:

- Maximum number of terms (over the course of the program of study) 3

c) Maternity leave of absence

Available to students during or following a pregnancy

- Maximum number of terms of leave (over the course of the program of study): 3 per pregnancy

d) Parental leave of absence

Available to students for whom parental responsibilities are such that they require the student to be absent from their studies.

Restrictions:

- Maximum number of terms of leave (over the course of the program of study): 1 per child

17. Definition of No Course Available

Students in coursework only programs of study who have not yet completed their course work may register as No Course Available if no suitable course is offered in any given term. In exceptional circumstances, other students who are unable to make meaningful progress towards completion of degree requirements, other than by taking a course, may petition for No Course Available if no suitable course is available in any given term. This provision does not apply if a student is registered as working on a thesis/dissertation or a major research paper, or has a grade of 'I' recorded for a course at the end of the previous term.

MASTER'S DEGREE REQUIREMENTS

20. Basic Program

A candidate for a Master's degree shall pursue at York University, under the direction of a graduate program, an advanced course of study approved by the director of the sponsoring graduate program. In addition to those courses specified individually by the sponsoring graduate program for each student as constituting the minimum required program of studies, candidates with permission of the program director, may elect, on registration, to enroll in additional courses.

It is expected that each student will actively pursue an approved program of studies and will register as a full-time or part-time student, as the case may be, in the first academic session following admission.

21. Program Alternatives

A candidate will be expected to complete satisfactorily any one of the following minimum requirements:

- (a) two full graduate courses, or equivalent, and an acceptable thesis; or
- (b) three full graduate courses, or equivalent, and an appropriate research paper, or review essay; or
- (c) four full graduate courses, or equivalent.

Supervisors for each Master's research paper/review essay must be approved no later than the end of the second term of Master's study.

Master's students who are enrolled in a thesis option must complete at least one full course (or equivalent) which is not integrated with an undergraduate course.

Master's students who are enrolled in a course work or research-review option must complete at least one and a half (or equivalent) courses, which are not integrated with an undergraduate course.

Graduate students may not take or receive credit for an integrated course at the graduate level if they took it at York or elsewhere at the undergraduate level.

These are minimum requirements, and individual programs may require more stringent rules. Each graduate program specifies in its section of the Graduate Calendar which of these alternatives are open to candidates and specifies any requirements which go beyond these minima.

22. Time Limits

All requirements for a Master's degree must be fulfilled within 12 terms (4 years) of registration as a full-time or part-time Master's student. Terms in which students are registered as Leave of Absence, Maternity Leave, Parental Leave, or No Course Available are not included in these time limits. Continuous registration at York University must be maintained.

23. Language and Cognate Requirements

Requirements with respect to language facility (other than competence in English, as prescribed by Regulation 3), technical skill (e.g., statistics or computer techniques), and/or cognate subjects are determined by individual graduate programs with the approval of the Faculty of Graduate Studies' Council. Students should consult the relevant graduate program sections of this Calendar with respect to such requirements.

DOCTORAL DEGREE REQUIREMENTS

28. Basic Program

A candidate for a Doctoral degree shall pursue at York University, under the direction of a graduate program, an advanced course of study and research approved by the director of the sponsoring graduate program. In addition to those courses specified individually by the sponsoring graduate program for each student as constituting the minimum required program of studies, candidates with permission of the program director, may elect, on registration, to enroll in additional courses.

Doctoral candidates shall not receive credit towards the Ph.D. for more than one full integrated course.

It is expected that each student will actively pursue an approved program of studies and will register as a full-time or part-time student, as the case may be, in the first academic session following admission.

29. Dissertation and Oral Examination

All candidates must submit a dissertation embodying the results of original research and this dissertation must be successfully defended at an oral examination.

30. Comprehensive Examinations

Individual graduate programs may require candidates to undertake comprehensive examinations.

31. Time Limits

All requirements for a Doctor of Philosophy degree must be fulfilled within 18 terms (6 years) of registration as a full-time or part-time Doctoral student. Terms that students

register as Leave of Absence, Maternal Leave, Parental Leave, or No Course Available are not included in these time limits. Continuous registration at York University must be maintained.

32. Language and Cognate Requirements

Requirements with respect to language facility (other than competence in English, as prescribed by Regulation 3), technical skill (e.g., statistics or computer techniques), and/or cognate subjects are determined by individual graduate programs with the approval of the Faculty of Graduate Studies Council. Students should consult the relevant program sections of this Calendar with respect to such requirements.

33. Dissertation Supervisory Committees

(1) A dissertation supervisory committee will consist of a minimum of three members from the Faculty of Graduate Studies, at least two of whom must be members of the graduate program in which the candidate is enrolled. The principal supervisor must be a member of the graduate program in which the candidate is enrolled. In exceptional circumstances and with prior approval of the Dean, the third, or an additional member, may be appointed who is not a member of the Faculty of Graduate Studies.

The membership of each committee, including the Chair, must be recommended by the appropriate graduate program director for approval and appointment by the Dean of Graduate Studies no later than the beginning of the Ph.D. III (3rd) year (or equivalent for part-time students) or, for students in the Graduate Program in Environmental Studies, as soon as possible following successful completion of the dissertation proposal examination.

(2) A dissertation supervisor (Chair of the supervisory committee) shall:

(a) be reasonably accessible to the candidate normally meeting once a month and never less than once each term.

(b) ensure that a copy of the candidate's dissertation is sent to each member of the candidate's dissertation examining committee as far as possible in advance of the date of the candidate's oral examination but no later than four weeks prior to the date set.

(3) A dissertation supervisory committee shall:

(a) review the candidate's research proposal and recommend its approval to the appropriate graduate program director and the Dean not less than six months prior to the date set for the oral;

(b) review the candidate's progress normally each month and never less than once each term. (Reports to the graduate program director of unsatisfactory progress may require a candidate to withdraw from a program of studies or withdraw from the graduate program in which the candidate is enrolled);

(c) meet annually with the candidate, normally in the Spring, to evaluate the Report on Progress submitted by the candidate and submit a completed copy of the Report on Progress to the graduate program director after the meeting; and,

(d) read the dissertation and make a recommendation to the graduate program director regarding oral defence.

34. Dissertation Examining Committees

(1) A dissertation examining committee shall consist of:

a) The Dean of the Faculty of Graduate Studies or her/his representative who will be at arm's length from the supervision of the dissertation;

b) One external examiner, from outside York University, at arm's length from the dissertation, recommended by the program director;

c) At least one graduate faculty member, from outside the program, recommended by the program director. If this member is not at arm's length from the dissertation, then at least one of the three voting faculty members from the program must be at arm's length;

d) At least three graduate faculty members from the program; normally at least two of these, and in no case fewer than one, being from the supervisory committee;

e) Ex-officio (non-voting, unless present as one of the voting members named above): Vice-President (Academic Affairs), Graduate Program Director.

The membership of each committee must be recommended by the appropriate graduate program director for approval and appointment by the Dean of Graduate Studies as soon as possible and no later than four weeks before the date set for the oral examination. In exceptional circumstances the Dean may approve a program director's recommendation that a York University faculty member who is not a member of the graduate faculty serve as a member (but not the Chair) of an examining committee. Normally, members of the candidate's dissertation supervisory committee and wherever possible, one additional member of the graduate program in which the candidate is enrolled, will be members of the candidate's dissertation examining committee. The Chair of the candidate's supervisory committee (candidate's supervisor) may not serve as the Chair of the dissertation examining committee.

In exceptional circumstances, alternative technologies such as video- or tele-conferencing can be made available for oral examinations of graduate work. The rationale for this examination mode must be made by the program to the Dean. No more than one member of an examining committee should be linked to the examination process through alternative means. Only in rare circumstances would the supervisor, an internal York member, or the student be the off-site participant.

35. Conduct of the Oral Examination

(1) Before an oral can be convened, a majority of the examining committee members must agree that the dissertation is examinable. The graduate program director shall poll the members of that committee one week before the scheduled date for the oral. If the candidate does not receive a majority vote, the members of the examining committee who do not agree that the dissertation is examinable are required to give their reasons in writing to the candidate, the supervisor, and the Dean within one week after the poll. In such cases, the oral shall be postponed for a period not to exceed one year. However, the student has the right to insist that the oral proceed as planned.

(2) The time and place of oral examination shall be set by the graduate program director in consultation with the candidate, the Chair and members of the examining committee and with the approval of the Dean of Graduate Studies. Normally the examination shall be held no less than four weeks from the date on which copies of the completed dissertation approved by the supervisory committee are sent to each member of the examining committee. The examination may be held less than four weeks from the time copies are sent to the examining committee provided all parties agree.

(3) The oral examination will centre on the dissertation.

(4) The oral examination is a public academic event. Faculty members, graduate students and others may attend oral examinations at the discretion of the Chair of the examining committee. They may, at the discretion of the Chair, participate in the questioning. Only members of the examining committee may be present for the evaluation and for the vote at the conclusion of an oral examination.

(5) The dissertation oral examination requirement is met if one of the following situations exists:

(a) if the committee accepts the dissertation with no revisions; or,

(b) if the committee accepts the dissertation with specified revisions.

(6) Specified revisions could range from typographical errors or changes of a minor editorial nature, to specified insertions or deletions which do not radically modify the development/argument of the dissertation. The committee must specify such changes with precision. It is the responsibility of the supervisor to ensure that all such changes are made, and the Dean's representative will confirm that this is the case. Specified revisions must be completed within six months of the date of the oral examination.

(7) A dissertation is referred for major revision if any of the following conditions exist:

(i) the committee agrees that the dissertation requires substantive changes in order to be acceptable; or,

- (ii) there are two votes for failure; or,
- (iii) there is one vote for failure plus a minimum of one vote for major revision; or,
- (iv) there are at least three votes for major revision.
- (8) In cases where there are no more than two votes for major revision or one vote for failure, then specified revisions are expected.
- (9) In the cases of major revision, one of the following procedures, agreed upon by the committee before the examination is adjourned, must be used to finalize the oral results:
 - a) the committee will reconvene within twelve months to continue the oral examination; or,
 - b) the revised dissertation will be circulated within twelve months to all members, who will inform the Chair and the Dean's representative whether they feel the stipulated requirements have been met.
- (10) Detailed reasons for referring pending major revisions must be supplied in writing by the Chair to the Dean, the program director and the candidate concerned within two weeks.
- (11) A dissertation is failed if there are a minimum of three votes for failure. In the event of failure, detailed reasons must be supplied in writing by the Chair to the Dean, program director and candidate within two weeks.
- (12) After an adjournment and when the major revisions have been completed, the dissertation is failed if there are two or more votes for failure. A dissertation cannot be referred for major revisions more than once and no further adjournment is permitted. In the event of failure, detailed reasons must be supplied in writing by the Chair to the Dean, program director and candidate within two weeks.

Decisions of the dissertation examining committee are communicated to the Faculty of Graduate Studies' Thesis Office, usually in the form of the Certificate Pages containing appropriate signatures, through the Dean's representative, on or before the deadline specified in the Calendar of Events for those students expecting to be awarded degrees at the Spring or Fall Convocations.

GRADING SYSTEM AND REPORTING OF GRADES

- Note: The last two digits of the course number designate whether it is a half- or full-course; 3.0 is a half-course, 6.0 is a full-course.

36. Grading System

Grades will be awarded for every course in which a student is enrolled in accordance with the following system:

<u>Grades</u>	<u>Descriptions pertaining to graduate program in Health</u>
A+ Exceptional	Excellence in writing, research, reading and originality. Publishable works.
A Excellent	Work that shows a superior command of the subject, clearly written, creatively researched.
A- High	Work that shows a superior command of the material but limited in breath or depth of research and/or presentation.
B+ Highly Satisfactory	Research and writing skills may be flawed in some visible and correctable way. Absence of critical perspective.
B Satisfactory	Work that meets minimum expectations of a graduate student in research, writing, and reading skills. Absence of critical perspective.
C Conditional	Unsatisfactory work: flawed in methodology or critical assumption, incoherently organized, poorly written, or superficially researched. Absence of critical perspective.
F Failure	Work that is far below what is required. Does not address the assignment adequately. Work that is plagiarized. Absence of critical perspective.

The Faculty of Graduate Studies may change a grade if the program director concerned reports a clerical error or if an appeal to the program results in a change of grade.

The grades for a course are considered official following approval by the home graduate program of the course.

Graduate course final grades must be reported by the graduate program director to the Registrar's Office by the following dates:

Fall Term	January 15	(full- or half-course)
Fall/Winter and Winter Term	May 15	(full- or half-course)
Summer Term	September 15	(full- or half-course)

Course directors must announce in writing in each course within the first two weeks of classes the nature and weighting of course assignments and their due dates, in keeping with the reporting dates and Regulation 49.

There is an expectation that all papers will be turned in by the deadlines established by the course director. Do not expect extensions to be permitted, except in very exceptional circumstances.

37. Grades of 'I'

When a student's course work is not completed and evaluated by the appropriate grade reporting dates, the award of 'I' may be approved by the program director. A grade of 'I' must be removed within two months of the reporting date for a half-course or within four months of the reporting date for a full-course. Extension of this time is possible only upon successful petition to the Dean through the program director, in accordance with Regulation 1. If the grade of 'I' is not removed by the end of the specified period, it will become a grade of 'F'.

38. Combinations of 'C' Grades Which Require Withdrawal Unless Continued Registration is Recommended and Approved

A student who received in total any of the following combinations of grades for graduate courses may not continue to be registered in the Faculty of Graduate Studies and in a graduate program unless this continuation is recommended by the graduate program director concerned and approved by the Dean:

- (a) two C grades for full courses;
- (b) one C grade for a full course and one C grade for a half course;
- (c) a total of three C grades for half courses.

In no cases will grades be averaged.

39. Combination of 'F' and 'C' Grades Which Require Withdrawal

A student will be required to withdraw from a graduate program and registration in the Faculty of Graduate Studies will be terminated if the student receives in total for graduate courses, during enrolment at York University:

- (a) one F grade for a full course or two F grades for half courses; or
- (b) one F grade for a half course and one C grade for a full or half course.

In no case will grades be averaged.

40. Grades Awarded for Additional Elective Courses

Regulations 37 and 38 do not apply to grades awarded for courses which students elect to and are authorized to enroll in upon registration, but which are additional to those specified by a faculty adviser and program director as constituting the minimum required program of studies.

41. Withdrawal from Courses in Good Standing

Students may withdraw from a course provided that not more than two-thirds of the course has been given. After this, students shall remain registered and will be assigned grades as appropriate. The symbol (W) (withdrew in good standing) will be recorded in place of a grade to indicate that a student was authorized to withdraw from a course in which he or she was registered. If a student withdraws before one-third of the course has been given, the requirement to record a (W) may be waived at the discretion of the program.

Refer to Regulation 12 for procedures on withdrawing from a program.

42. Grade Reappraisals

Grade reappraisals are governed by the principles outlined by the Senate Appeals Committee. These principles, as articulated for the Faculty of Graduate Studies, are found in the Faculty of Graduate Studies' Grade Reappraisals Policy.

OTHER REGULATIONS

46. Academic Honesty

Students in the Faculty of Graduate Studies are expected to conform to strict standards of academic honesty as specified by Senate. (The "Senate Policy on Academic Honesty" is accessible at www.yorku.ca/secretariat/legislation/senate/acadhone.htm). Failure to observe these standards will lead to sanctions which range from the failure of a piece of work up to withdrawal from the University, or rescinding of a degree. Full details of the Faculty's regulations and procedures are available below and in the offices of the Faculty of Graduate Studies, or the program director concerned. A lack of familiarity with these regulations on the part of a student does not constitute a defense against their application to him or her.

In addition to the above stated regulations, graduate students are also expected to be familiar with the following policies. They can be found in the FGS Calendar, a hardcopy of which has been mailed to you by the Office of Admissions along with an offer of admissions. A complete FGS Calendar is posted online at www.yorku.ca/grads/policies/index.htm

- **Faculty of Graduate Studies' Petitions and Appeals Policy**
- **Faculty of Graduate Studies' Grade Reappraisals Policy**
- **Faculty of Graduate Studies' Policy on Academic Honesty**

ON-LINE REGISTRATION & COURSE ENROLLMENT INSTRUCTIONS

Prior to do registration and course enrollment, incoming students are required to have an advising appointment and continuing students must reduce their student account balance to below \$1,000.

- **Step 1** Registration by Term
- **Step 2** Course Enrollment, Withdrawal, Exchange or Transfer
- **Step 3** Tuition Fee Payment.

STEP 1 – REGISTRATION BY TERM

1.1 Go to the Registrar's Office website at www.registrar.yorku.ca and then click on "Enroll in Courses" link.

1.2 Log in **using your Passport York username and password**. If you don't know what they are, read on. Otherwise, skip to step 1.3.

If you are a new student and have not signed up for Passport York, the first time you go to an application that requires the Passport York login, click on the button that says "**New Student Sign Up!**"

The next screen will ask you to login with your student number and date of birth. Follow the steps as they are listed. You will be asked to give yourself a Passport York username and password. It is important that you remember what you choose.

1.3 You may be **blocked from enrolling** because:

- you may be logging in incorrectly or you may have used the wrong username and password;
- you are logging on before your registration access begins;
- you are not academically eligible to register for the term;
- you did not register in a term previously without getting an approval from FGS for a leave of absence;
- FGS has placed a financial block on your student account because you have outstanding debts of \$1,000 or more to the University;
- the registration and enrolment system is temporarily unavailable;
- it is determined that you have used a computer program or script to access the registration and enrolment system; or
- you try to add, exchange or transfer the same course or section, more than 100 times in a 24 hour period.

If the problem involves a Passport York username or password, please contact the Computing Commons Counter (in William Small Centre; e-mail: helpdesk@yorku.ca; telephone: 416-736-5800).

If it is a financial block, please contact the Faculty of Graduate Studies at 416-736-5521. To check your student account balance, please check your last statement online at www.yorku.ca/osfs/oss. **Your balance must be under \$1,000 or you will be blocked from registering.**

1.4 You are now in the **Registration Module**. To register in the Fall term, choose "**FALL 2009 – Graduate students or Osgoode Students**" from the pull-down menu.

1.5 Accept your fee status and registration contract by answering either "Yes" or "No".

The system will display your fee rate. As well, it will ask you to acknowledge the contractual fee agreement involved in registering for the term and to agree, or to decline, to go further with the contract. **(NOTE: if you do not agree to the contract, you will not be allowed to register and enroll in courses.)**

1.6 You have now registered in the Fall 2009 term. **To register in the Winter 2010 term, go through steps 1.4 to 1.5 again. But you will choose " WINTER 2010 – Graduate students or Osgoode Students " instead.**

(NOTE: Registration for the Summer 2010 term will start on the 1st business day of April. To register in the Summer term, choose "SUMMER 2010 – Graduate students or Osgoode Students".)

1.6. **If you do not need to enroll in/drop/exchange/transfer courses, log out from the system immediately.** Otherwise, proceed to step 2 to continue with course enrollment.

STEP 2 - COURSE ENROLLMENT, WITHDRAWAL, EXCHANGE AND TRANSFER

2.1 You are now in the **Course Enrollment Module**. Using the catalogue numbers (not the course number) listed in the graduate lecture schedule, you can perform any one of the following 4 enrolment procedures.

(a) To enroll in a course, click **"add a course"** and follow the instructions on screen.

(NOTE: For full-year courses, students only need to enroll in them once in the 1st term in which the courses are offered.

(b) To drop a course, click **"drop a course"** and follow the instructions on screen.

(c) To exchange a course you are in for a different course, click **"exchange course"** and follow the instructions on screen. If you are not able to get into the second course successfully, e.g. it is full, you will still remain enrolled in the first course. If you are successful, the first course will be dropped.

(d) If you are enrolled in a course with a lab, tutorial or section, you can transfer into a different lab, tutorial or section in the same course, in the same term. Click **"transfer course"**.

2.2 Before you log out, verify your course enrolments and correct any errors. When you are finished, always log out.

STEP 3 – TUITION PAYEMNT

Once you are registered in a term, regardless of whether you have enrolled in any courses during that particular term, you are obliged to pay the tuition fee for that particular term at either the full-time or part-time rate, whichever applies to you. Billing and payment methods are explained in the **"Tuition Fees"** section under **"Money Matters"** in this Handbook.

Upon registration, your **YU Card will be activated** which will allow you library and other University privileges. You can also set up e-mail and Internet accounts by logging onto the website of Computing and Network Services (CNS) at www.yorku.ca/computing

MONEY MATTERS

Below you will find information and resources for funding and fees.

Off-Campus Work Permits Program for International Students

Full-time international students who meet the following eligibility criteria and receive a work permit are able to work up to twenty (20) hours off-campus during the school year and up to forty (40) hours during winter holidays, reading week and summer break.

To be eligible, international students must complete 6 months of full-time study. To maintain eligible, they must maintain their full-time student status, sustain satisfactory academic standing and work no more than 20 hours a week during regular classes.

Detailed information is available at the website of York International:

<http://international.yorku.ca>

York International
108 Vanier College Tel: (416) 736-5177 Fax: (416) 736-5176 yiinfo@yorku.ca

Internal – Assistantships

Full-time students who are offered a financial support package based on the final grade upon admission are guaranteed a minimum level of funding (one year for M.A. students and up to 4 years for PhD students). **In order to retain the financial package, students must meet all conditions outlined in the letter of funding breakdown to be issued closer to the commencement of the program.**

This guaranteed funding comes from a variety of sources including internal and external scholarships, teaching assistantships, graduate assistantships and/or research assistantships. Usually, M.A. students may hold either Graduate or Research Assistantships, while Doctoral students hold Teaching Assistantships. Please refer to www.yorku.ca/grads (the FGS website) for more information regarding pay schedules.

Teaching Assistantships (CUPE 3903, Unit 1)

A stipend may be paid to a full-time degree candidate who teaches in a York faculty or college. Usually, this teaching will consist of a tutorial or seminar in a scheduled course in which the lectures are given by a full-time faculty member. Including preparation and teaching, this job is to take no more than ten contract hours work per week.

Graduate Assistantships (CUPE 3903, Unit 3)

A stipend may be paid to a full-time degree candidate for various types of activity. The duties of a graduate assistant may include participation in a practicum, as an apprentice in a laboratory or applied setting, library work for the department or for a research group (normally in cases where it is possible for students to make constructive contributions to group research projects), administrative, clerical and research work. Formal arrangements for work in this category are made with the program director after admission. It should be noted that neither a Master's nor a Doctoral candidate is permitted, while registered as a full-time student, to accept more than ten hours of paid work per week through the University.

Research Assistantships

A stipend may be paid to a full-time degree candidate who is engaged in academic research or activities related to the student's field of study. This may include work on a topic assigned by a full-time faculty member who needs research done in libraries, archives, on the internet, or with community groups. The student will be expected to have some familiarity with research methods in the area for which they are hired. Formal arrangements are made with the program director after admission.

Internal – Scholarships

Both FGS and Office of Student and Financial Services maintain a scholarship database. For further details, please log onto their websites at:

- www.yorku.ca/grads/gen/awards.htm#wp
- www.yorku.ca/osfs/award_search/index.asp

International Tuition Fee Scholarships (ITFS)

FGS at York University offers International Tuition Fee Scholarships to highly qualified international students. There are a limited number of these Scholarships and they are awarded on the recommendation of the Graduate Program to which the student is applying. These scholarships are applied directly to the international differential tuition fee in varying amounts (up to approximately \$4,800) and are awarded at the time an offer of admission is made to the applicant.

York Graduate Scholarships

York University offers a limited number of scholarships to students entering programs at the Master's and Doctoral level. There are no application forms for these scholarships. Offers are made by the graduate programs to selected applicants who have unequivocal "A" standing in their previous two years of study. Selection is made at admission.

Internal – Others

FGS Bursaries

FGS offers bursaries to both domestic and international full-time students based on financial needs. On-line applications are accepted twice per academic year – Fall/Winter term and Summer term. A website address will be emailed to you at your York U. email account as soon as it is released by FGS in September/October and February/March.

Fieldwork Costs Fund (from FGS)

This is a program of funding for Master's and Doctoral students to defray the cost of thesis and dissertation research which must be carried out "in the field." Up to \$50,000 will be available and a maximum of \$5,000 will be awarded to each individual recipient. The deadline for graduate programs to submit applications is February 15th. Students should check for earlier deadlines in their graduate program office.

Research Costs Fund (from FGS)

The Research Costs Fund helps subsidize students' own research expenses that are *above and beyond* those costs that are typically associated with graduate work, such as travel to sources of research, payment of subjects, supplies, services, photocopying, *etc.*

The Fund *generally* does not cover books, conference costs, subsistence and tuition

fees. ("Generally" means that the Committee will award funds if they are convinced that the expenses are essential for the completion of the research and/or a cheaper alternative is not available.) All full-time registered graduate students who are members (past and present) of CUPE are eligible for a grant. Master's students should note that Doctoral students take priority. Funding is awarded early Spring and early Fall. Application forms are available in Graduate Program Offices from mid-August through September and from mid-January through February.

GSA Emergency Loan

The Graduate Students' Association provides short-term interest-free loans to graduate students who encounter temporary financial difficulties. At present, the maximum amount loaned is \$250.00 with a repayment schedule of four months. To qualify, you must be a full-time York graduate student in good standing in the Program. To obtain a loan, contact GSA in 325 Student Centre (416-736-5865).

Thesis Support Awards (from GSA)

For expenses resulting from the production of a major research paper, thesis or dissertation. Direct expenses are defined as the cost of supplies, materials, services, etc. expended on the project. (i.e. photocopies, office supplies, travel). Purchases of reusable/resalable items such as computers, office machines, audio/visual equipment, books and journals will not be supported. Application forms can be downloaded from the GSA website at www.yugsa.ca/index.php?section_id=23

M.A. Major Research Paper and PhD Dissertation Production Costs (from FGS)

All current and past members of Canadian Union of Public Employees Local 3903 (CUPE 3903), Unit 1, may apply for coverage of M.A. Major Research Paper and PhD dissertation production costs. Further information is available on the program website at www.yorku.ca/gradcdis/financial.html

Skills development Grants (from GSA)

These are available to students for expenses incurred on projects undertaken toward *vocational* skills development, such as special educational programs or seminars, internships or apprenticeships not involving remuneration for the work involved. E.g. Language training or computer training *directly* relating and necessary to your research. This fund is NOT intended to cover costs associated with academic conferences but is for practical, skills-based training or other applied forms of skill development. Application forms can be downloaded from the GSA website at: www.yugsa.ca

Internal - Funding for Conferences

Graduate Development Fund (from FGS)

This subsidizes travel costs (up to \$500) for students who are presenting their scholarly or creative work outside the Toronto area. Funding is awarded early Spring and early Fall. Application forms are available in Graduate Program Office from mid-August through September and from mid-January through February.

Conference Support (from GSA)

Only students who are presenting at conferences or chairing sessions are eligible for this award. Each student may receive one Conference Support Award per year (May – April). Applications must be for conferences held in the current term or the term immediately following the conference. Application forms can be downloaded from the GSA website at www.yugsa.ca

External - Scholarships

Applicants to the Faculty of Graduate Studies at York University are urged to apply for scholarships in pursuing further graduate studies. The following are some of the more high-profile external scholarships which have an application deadline scheduled as early as a year prior to the program entrance.

Canada Graduate Scholarships — (Master's and Doctoral)

SSHRC Doctoral Scholarships

Ontario Graduate Scholarships (Master's and Doctoral)

The following websites provide an extensive listing of scholarships/bursaries. Do a GOOGLE search on them.

- Association of Universities and College of Canada
- Scholarships Canada
- Student Awards
- School Finder
- Macleans.ca
- Ontario Colleges.ca
- Millennium Scholarships or Bursaries
- Aboriginal Scholarships or Bursaries
- Aboriginal Bursary System

External – Student Loans

Canada Student Loans

Detailed information is available at

www.hrsdc.gc.ca/en/learning/canada_student_loan/index.shtml

Ontario Student Assistance Program (OSAP)

Detailed information is available at https://osap.gov.on.ca/eng/eng_osap_main.html

If have applied for OSAP

Graduate students (except Schulich & Glendon) who have applied for Fall 2009/Winter 2010 OSAP assistance will pick up their Fall 2009 OSAP loan documents in the **Faculty of Graduate Studies (Room 283, York Lanes)** from September 2 to September 19, 2009 – Monday to Friday: 9:00 am to 3:00 pm.

When students pick up OSAP loan documents, they MUST:

- ❖ have registered full-time, in both the Fall 2009 and Winter 2010 terms;
- ❖ present two pieces of identification – SIN card and government-issued photo identification (e.g. driver's license, passport, Canadian citizenship photo card, permanent resident photo card, Ontario Health Card, or Age of Majority Card). **The YU-card is not acceptable;**
- ❖ present a void cheque or banking information (name & address of the bank, account number, bank transit number & ID code);
- ❖ present a completed "Income Change Request" form posted at www.yorku.ca/osfs/pdf/income_change_request_fw09.pdf providing their gross income (before deductions) or government benefits received during the 16 weeks before September 3rd and the expected income during their study period.

After students have picked up their OSAP loan document from FGS, they will need to bring it along with a **void cheque** to the **Canada Post outlet located inside a retail store called "Inkblotz" in York Lanes on campus**, which represents the National Student Loan Service Centre (NSLSC) - the lender that pays out the OSAP funds, for processing. Alternatively, they can bring it to other designated outlets listed at www.canlearn.ca/eng/main/ldi.shtml

External - for Students with Disabilities

Bursary for Students with Disabilities and Canada Study Grant for the Accommodation of Students with Permanent Disabilities

Detailed information is available at

http://osap.gov.on.ca/eng/NOT_SECURE/Plan_Grants_full_sepapp_BSWD_12345.htm

Canada Access Grant for Students with Permanent Disabilities

Detailed information is available at

www.servicecanada.gc.ca/en/goc/access_grant_disabilities.shtml

Other

Detailed information is available at www.atkinson.yorku.ca/cdis/bursaries.pdf

TUITION FEES

Academic fees are charged on a program basis (per term) for graduate students, regardless if you are enrolled in courses or not. Additional fees may include health plans, associated course fees and supplementary fees. For detailed information on tuition and other student fees which may apply to you, check the current Fees Tables on the next page.

After you have registered in a term, your student account statement will be posted to your student account on-line at www.yorku.ca/osfs. Your statement is a snapshot of transactions on your account from about the **18th of one month to the 18th of the following month**. Please note that **you will not receive a statement in the mail**.

Payments on your student account are due on the **10th of each month**. If you do not pay the 'minimum amount due this month' to the University by this date, you will be charged a late fee of 1% monthly on the amount owing from your last statement.

Late charges are not assessed on tuition fees for terms that begin in a future academic session or on transactions that appear for the first time on your statement.

Payments can be made either:

- by telephone;
- by web;
- at a bank;
- in person; or
- by mail.

For detailed information, please check out the Office of Student Financial Services website at www.yorku.ca/osfs or contact the Office.

Student Financial Services
Bennett Centre for Student Services, Suite N201
Telephone: (416) 872-9675
Fax: (416) 736-5386

2009-2010 GRADUATE ACADEMIC FEES

Unless students have/have been withdrawn from the program or are on leaves of absence of any kind, continuing students must maintain continuous registration and pay the corresponding tuition fee/leaves of absence fee regardless of whether they are enrolled in any courses.

Domestic Students

Status/Program	1 Term	3 Terms
Part-Time	\$916.83	\$2,750.49
Full-Time	\$1,833.63	\$5,500.89
Theatre Voice Diploma	\$2,950.62	\$8,851.86

International Students

Status/Program	1 Term	3 Terms
Part-Time	\$1,998.12	\$ 5,994.36
Full-Time	\$3,996.22	\$11,988.66
Theatre Voice Diploma	\$5,142.62	\$15,427.86

Additional Charges for domestic and international students:

1. **Registration fee:** \$15 per student per term (non-refundable).
2. **Graduate Student Association Health (GSA) Plan:** \$327.75 (subject to change). **The plan is compulsory for all full-time domestic and international students without comparable coverage and is optional for those registered part-time.** Full-time students with equivalent or greater coverage with another plan can opt-out at the GSA website at www.yugsa.ca
3. **University Health Insurance Plan (UHIP):** \$756.00 (subject to change). **This is a mandatory plan for all international students, full- and part-time.**
4. **Associated Course Fees:** Additional fees for course materials, lab fees, etc. may be charged in individual courses. You may check with the appropriate academic department or unit for information about such fees.
5. **Leaves of Absence and External student fees:** \$169.49 (subject to change)

Notes:

1. The above stated fees are per term including tuition and supplementary fees.
2. Fees are subject to approval by York's Board of Governors in accordance with the fees guidelines set by the Ministry of Colleges, Training and Universities and are subject to change.

**2009 - 2010
Supplementary Fees**

Centrally Collected Ancillary Fees	Part-Time	Full-Time
Athletics/Recreation	\$33.15	\$66.30
Cultural and Special Services	\$22.75	\$45.50
Counselling	\$15.85	\$31.70
Fees Approved by Student Referenda	Part-Time	Full-Time
Graduate Students Association (GSA)	\$18.35	\$36.70
Student Centre - Capital	\$18.02	\$36.04
Student Centre - Operating	\$ 3.25	\$ 6.50
Grad Lounge	\$ 2.50	\$ 5.00
Ontario Federation of Students/Canadian Federation of Students (OFS/CFS)	\$ 2.43	\$ 4.85
CHRY - Radio Station	\$ 0.75	\$ 1.50
Excalibur	\$ 0.67	\$ 1.33
York Women's Centre*	\$ 0.50	\$ 1.00
Ontario Public Interest Research Group (OPIRG)*	\$ 0.50	\$ 1.00
Sexual Assault Survivors Support Line (SASSL)	\$ 0.35	\$ 0.70
Community and Legal Aid Services Program (CLASP)	\$ 0.25	\$ 0.50
Total Supplementary Fee Per Term	\$119.32	\$238.62

* Refundable upon request through the relevant organization.

2009-2010 Tuition Fee Refund Table

Term	Full Credit	20% Program Fee Withheld	60% Program Fee Withheld	No Credit
Fall 2009	Up to and including Sept. 30	Oct. 1 - 16	Oct. 17 - 31	Nov. 1 onward
Winter 2010	Up to and including Jan. 31	Feb. 1 - 15	Feb. 16 - 28	March 1 onward
Summer 2009	Up to and including May 31	June 1 - 15	June 16 - 30	July 1 onward

NOTES:

1. For Term Withdrawal

Fees refunds/credit calculations are based on complete withdrawal from a term, not withdrawal from individual courses. This is because fees are calculated according to a student's program and full-time or part-time enrolment status/activity level. **Fees are not calculated on a per course basis.**

Unless students have/have been withdrawn from the program or are on leaves of absence of any kind continuing students must maintain continuous registration and pay the corresponding tuition fee/leaves of absence fee regardless of whether they are enrolled in any courses.

2. For Degree Completion

M.A. students are responsible for tuition fees in all terms until they finish all degree requirements including the submission of the followings to the Graduate Program Office.

- ❖ the completed MRP Final Discussion Report
- ❖ a hardcopy and an electronic copy of the finalized MRP

PhD students are responsible for tuition fees in all terms until they finish all degree requirements including the submission of three unbound copies of the dissertation in final acceptable form to the Faculty of Graduate Studies.

Both MA and PhD students must first satisfy the requirement of paying for the minimum number of terms for their particular program of study before any refunds will apply.

OFFICE OF RESEARCH SERVICES (ORS)

Suite 214, York Lanes
Tel: (416) 736-5055
research@yorku.ca

Fax: (416) 736-5512
www.research.yorku.ca

Students at York University have a wealth of opportunities to become involved in research through our 26 research centers (listed below) and our major research projects.

Current York University students interested in getting involved in, and learning more about research, may visit the ORS website and log-in using their Passport York password and user ID. Access to information about student research funding opportunities and careers in research is available in that section.

In addition, students are encouraged to subscribe to the Peer Review Magazine at www.thepeerreview.ca. It presents academic research and ideas coming out of Canadian universities in an approachable and populist voice with articles ranging from research stories to advice on academic careers.

LISTING OF RESEARCH CENTRES & INSTITUTES

Canadian Centre for German and European Studies

<http://www.ccgesc.ca/>

Allied with similar centres and institutes around the globe, the CCGES, comprised of professors with very diverse interests - from economics to fine arts, aims to educate the next generation of Canadian experts on contemporary Germany and Europe, stimulate and conduct research on Germany and Europe, and promote educated social awareness of German and European issues in Canada. It functions jointly with a Centre at the University of Montreal.

Co-Director: Klaus Rupprecht
Address: 230 York Lanes
Telephone: 416.736.5695
Fax: 416.736.5696
Email: ccges@yorku.ca

Centre for Atmospheric Chemistry

<http://www.cac.yorku.ca/>

The Centre for Atmospheric Chemistry (CAC) is comprised of York scientists, working within the Departments of Chemistry and Earth and Atmospheric Science is concerned with relevant issues related to the environment, including: urban and regional oxidant formation, stratospheric ozone depletion, the greenhouse effect, acid precipitation, airborne toxic chemicals, global atmospheric change and arctic pollution.

Director: Robert McLaren
Address: 006A Steacie Science Building
Telephone: 416.736.5410
Fax: 416.736.5411
Email: cac@yorku.ca

Centre for Feminist Research

<http://www.yorku.ca/cfr/>

Comprised of York University faculty, graduate and undergraduate students from the York Women's Studies program, the Centre for Feminist Research (CFR) focuses attention on feminist research, and has sponsored numerous seminars, lectures, and conferences on subjects such as violence against women, gender, migration and health, spirituality, human rights and equity in education. The Centre for Feminist Research also actively collaborates with community organizations and front line workers to investigate areas of common interest.

Director: Meg Luxton
Address: 206 Founders College
Telephone: 416.736.5915
Email: cfr@yorku.ca

Israel and Golda Koschitzky Centre for Jewish Studies

<http://www.yorku.ca/cjs/>

Comprised of a faculty whose research interests span ancient Israel to contemporary Jewry, the York University Centre facilitates courses, research projects, and community programs related to Jewish learning, and covers a diverse spectrum of topics, from Film to the Holocaust to Women 's Studies. The Centre also houses *Parchment*, the Canadian-Jewish literary annual

Director: Sara Horowitz
Address: 241 Vanier College
Telephone: 416.736.5823
Fax: 416.736.5344
Email: srh@yorku.ca

Centre for Practical Ethics

<http://www.yorku.ca/ycpe/>

The Centre for Practical Ethics (CPE) aims to further research in the field of practical ethics and to support the teaching of practical ethics at York University. The Centre also seeks to raise awareness of practical ethics and to better integrate ethics into the everyday life of the community it serves, including businesses, government, and various professions.

Director: Susan Dimock
Address: 119 McLaughlin College
Telephone: 416.736.5113
Fax: 416.736.5436
Email: ycpe@yorku.ca

Centre for Public Policy and Public Law

The Centre for Public Policy and Public Law encourages research on the role and impact of law in the formation and expression of public policy. More specifically, the Centre focuses on constitutional, institutional and legal aspects of the public policy, as well as the international and transnational dimensions of law and public policy.

Director: Lesley Jacobs
Address: 276A York Lanes
Telephone: 416.736.2100 x.20430
Fax: 416.736.5916
Email: jacobs@yorku.ca

Centre for Refugee Studies

<http://www.yorku.ca/crs/>

The Centre for Refugee Studies (CRS) is engaged in researching refugee issues, and also informs public discussion as well as policy development and practice innovation by international, governmental, advocacy and service organizations. The Centre is concerned with the displacement of populations and individuals across and within borders, a displacement resulting from persecution, expulsion, violence, violation of fundamental human rights, and loss of essential human security and livelihood.

Director: Susan McGrath
Address: 322 York Lanes
Telephone: 416.736.5663
Fax: 416.736.5837
Email: crs@yorku.ca

Centre for Research in Earth and Space Science

<http://www.cress.yorku.ca/>

The Centre for Research in Earth and Space Science (CRESS) serves to enhance and facilitate collaborative, interdisciplinary research on topics including astronomy and astrophysics, atmospheric dynamics, chemical physics, geodynamics, remote sensing, the space environment and robotics. It draws its members from the Departments of Earth and Atmospheric Science, Physics and Astronomy, Chemistry, Computer Science, and Mathematics and Statistics.

Director: Gordon Shepherd
Address: 249 Petrie Science Building
Telephone: 416.736.5247
Fax: 416.736.5626
Email: gordon@yorku.ca

Centre for Research in Mass Spectrometry

<http://www.chem.yorku.ca/CRMS/>

The Centre for Research in Mass Spectrometry (CRMS) promotes mutually beneficial research collaboration in mass spectrometry both within and outside York University. Mass spectrometry is a very powerful analytical process that is used to identify unknown compounds, to quantify known compounds, and to elucidate the structure and chemical properties of molecules.

Director: K.W. Michael Siu
Address: 238 Chemistry Building
Telephone: 416.736.2100 Extension 77860
Fax: 416.736.5936
Email: kwmsiu@yorku.ca

Centre for Research on Language Contact

<http://www.glendon.yorku.ca/crlc>

The Centre for Research on Language Contact (CRLC) serves to enhance and facilitate collaborative, interdisciplinary research on topics such as minority languages variation and maintenance, second or multiple language learning, bilingual or multilingual education, pidgins and creoles, translation, language ecology and language planning in bilingual or multilingual settings. It draws its members from the departments of French (Faculty Arts and Glendon College), English (Glendon College), History (Faculty Arts and Glendon College), Languages, Literatures and Linguistics (Faculty of Arts), Mathematics (Faculty of Arts), Political Science (Glendon College), Sociology (Glendon College), Spanish (Glendon College) and Translation (Glendon College), and from the Faculty of Education.

Director: Raymond Mougéon
Address: 115D Hilliard Residence, Glendon College
Telephone: 416.736.2100 x 88507
Fax: 416.440.9570
Email: rmougéon@yorku.ca

Centre for Research on Latin America and the Caribbean
<http://www.yorku.ca/cerlac/>

The Centre for Research on Latin America and the Caribbean (CERLAC) is an interdisciplinary research unit concerned with the economic development, political and social organization, and cultural contributions of Latin America and the Caribbean. The Centre works to build academic and cultural links between these regions and Canada; to inform researchers, policy advisors, and the public on matters concerning the regions; and to assist in the development of research and teaching institutions that directly benefit the peoples of the regions.

Director: Eduardo Canel
Address: 240 York Lanes
Telephone: 416.736.5237
Fax: 416.736.5737
Email: cerlac@yorku.ca

Centre for Research on Work and Society
<http://www.yorku.ca/crws/>

The Centre for Research on Work and Society (CRWS) is a university-union-community research centre that exists to respond to the needs of its constituents with research projects of varying length and target audiences. The CRWS deals with issues including labour market regulation and the breakdown of secure employment, industrial relations and the labour process, women and economic restructuring, trade union response in international comparison, and the delivery of training.

Director: Norene Pupo
Address: 276 York Lanes
Telephone: 416.736.5612
Fax: 416.736.5916
Email: crws@yorku.ca

The City Institute at York University
<http://www.yorku.ca/city>

The City Institute at York University engages in leading-edge research and critical analyses of the city, in all of its parts and manifestations. In addition to contributing to the knowledge base of academics, policymakers and civil society, the Institute seeks to open new intellectual and political spaces in which counter-discourses may be created to challenge received wisdom as the city of the 21st century takes shape.

Director: Roger Keil
Address: 228 York Lanes
Telephone: 416.650.8125
Email: city@yorku.ca

The Harriet Tubman Institute for Research on the Global Migrations of African Peoples

<http://www.yorku.ca/tubman>

The Tubman Institute at York University is proud to be part of an international network of research centres committed to overcoming injustice and inequity as a result of slavery. Our leading-edge research focusses on the forced and voluntary movement of African peoples around the world. As a social innovator, the Institute's mandate is to promote a greater understanding of the history of slavery and its legacy. The Institute fosters debate, informs public policy and strives to resolve current social injustices. Digital archiving technology enables the preservation of documents and other materials for easy access to historical records.

Named for the spirit of Harriet Tubman, liberator of her people, feminist, and humanist (c.1820-1913).

Director: Paul Lovejoy
Address: 202B Foundes College
Telephone: 416.736.2100 x.33058
Email: tubman@yorku.ca

Institute for Research and Innovation in Sustainability

<http://www.iris.yorku.ca>

The Institute for Research and Innovation in Sustainability (IRIS) is an interdisciplinary university-wide institute that is the focal point for sustainability-related research activities by all ten faculties. IRIS brings together and supports York academics and researchers to work across disciplines and collaborate with partners in Canada and internationally.

Director: Dawn Bazely
Address: 349 York Lanes
Telephone: 416.736.5784
Fax: 416.736.5195
Email: irisinfo@yorku.ca

Institute for Research on Learning Technologies

<http://www.yorku.ca/irlt/>

The Institute for Research on Learning Technologies (IRLT) encourages the formation of links with faculty members across the university and with schools, government, and industry to provide collaborative, multidisciplinary approaches to research problems and issues. The IRLT concerns itself with the pedagogical uses of technology at all levels, in other words, how technology is used to teach.

Acting Director: Mary Leigh Morbey
Address: 1029 TEL Building
Telephone: 416.736.5019
Email: mmorbey@edu.yorku.ca

Institute for Social Research

<http://www.isr.yorku.ca/>

The ISR promotes, undertakes and critically evaluates applied social research. The Institute's many research projects focus on a diverse range of areas, including education, housing, gender issues, energy and the environment, health and medical services, politics, law, social interaction and other social issues.

Director: Michael Ornstein
Address: 5054 TEL (Technology Enhanced Learning Building)
Telephone: 416.736.5061
Fax: 416.736.5749
Email: jsrnews@yorku.ca

The Jack and Mae Nathanson Centre on Transnational Human Rights, Crime and Security

<http://www.yorku.ca/nathanson/>

The Nathanson Centre provides a focus for Osgoode Hall Law School and York University to contribute to deliberations about the control of organized crime and corruption.

Director: Craig Scott
Address: 409M Osgoode Hall Law School
Telephone: 416.736.5586
Fax: 416.650.4321
Email: orgcrime@yorku.ca

LaMarsh Centre for Research on Violence and Conflict Resolution

<http://www.yorku.ca/lamarsh/>

The LaMarsh Centre is mandated to support, conduct, and disseminate the results of research on violence and conflict resolution in the broad sense. From its inception, the general aim of the Centre has been to carry out research that is relevant to the social concerns of the residents of Ontario and beyond.

Director: Jennifer Connolly
Address: 5022 TEL
Telephone: 416.736.5528
Fax: 416.736.5647
Email: lamarsh@yorku.ca

Muscle Health Research Centre

The Muscle Health Research Centre (MHRC) provides a centralized and focused research emphasis on the importance of skeletal muscle to the overall health and well-being of Canadians. Skeletal muscle, 40 per cent of a human's body mass, is a unique and large tissue that significantly contributes to an individual's metabolism, locomotion, and overall quality of life.

Based in the Faculty of Health, the MHRC facilitates the integrated study of muscle biology in the broadest terms, including muscle development, disease, metabolism, blood supply, injury and regeneration, and adaptation to acute and chronic exercise. Approaches used by faculty and graduate students for the study of muscle include molecular, cellular and whole-body techniques.

The MHRC is the Faculty of Health's first research centre dedicated to biomedical health science research.

Director: David Hood
Address: 342 Farquharson Bldg
Email: dhood@yorku.ca

Robarts Centre for Canadian Studies

<http://www.robarts.yorku.ca/>

The mandate of the Robarts Centre for Canadian Studies from the outset has been to promote and support interdisciplinary and discipline specific research pertinent to the study of Canada. Over the years the Centre has expanded to encompass a theme of "Canada in the World. "

Director: Seth Feldman
Address: 227 York Lanes
Telephone: 416.736.5499
Fax: 416.736.5739
Email: sfeldman@yorku.ca

York Centre for Asian Research

<http://www.yorku.ca/ycar/>

The York Centre for Asian Research exists to promote an understanding of Asia. The Centre's goal is to raise the profile of scholarship and education about Asia through research, lectures, workshops and other public events.

Director: Susan Henders
Address: 270 York Lanes
Telephone: 416.736.2100 Extension 44076
Email: ycar@yorku.ca

York Centre for Education and Community

The York Centre for Education and Community (YCEC) enhances the Faculty of Education's vibrant research culture by supporting and enabling innovative, diverse and interdisciplinary research, scholarship, and inquiry.

YCEC facilitates public engagement in education-focused research topics by working with community partners to mobilize the findings of its researchers and building research capacity in communities. YCEC members contribute to public discussion of educational issues, to evidence-based decision making that affects education and to effective program planning and design.

Director: Carl James
Email: cjames@edu.yorku.ca

York Centre for International and Security Studies

<http://www.yorku.ca/yciss>

The York Centre for International and Security Studies (YCISS) is dedicated to the study of international peace and security issues. YCISS activities range from large collaborative research projects, individual faculty research projects, seminar series, conferences and publications.

Director: Robert Latham
Address: 375 York Lanes
Telephone: 416.736.5156
Fax: 416.736.5752
Email: yciss@yorku.ca

York Centre for Vision Research

<http://cvr.yorku.ca/home/>

The York Centre for Vision Research is an international leader in interdisciplinary studies of vision, ranging from clinical applications, studies of human perception, brain sciences, visual biometrics, and computational vision, to helpful tools for the visually-impaired, visually-guided computer interfaces for the hearing impaired, and visually-guided robots for the physically disabled.

Director: Hugh Wilson
Address: 0009 Computer Science Building
Telephone: 416.736.5659
Fax: 416.736.5857
Email: cvr@yorku.ca

York Institute for Health Research

<http://www.yorku.ca/yihr/>

The York Institute for Health Research (YIHR) promotes interdisciplinary health research. Comprised of faculty from law and the social, health and environmental sciences, YIHR is based upon the assumption that health depends upon many interacting variables - social, political, economic, cultural and historical - and that without attention to these variables, efforts at intervention are likely to fail.

Director: Marcia Rioux
Address: 5021 Technology Enhanced Learning Building (TEL)
Telephone: 416.736.5941
Fax: 416.736.5986
Email: yihr@yorku.ca

STUDENT RESOURCES

Canadian Union of Public Employees (CUPE) - Local #3903

CUPE 3903 represents contract faculty, tutors, markers, demonstrators, as well as teaching, research, and graduate assistants at York University.

104 East Office Building

Tel: 416-736-5154

Fax: 416-736-5480

www.cupe3903.tao.ca

Career Centre

This facility works with students past and present to meet their career goals. This includes linking up academic and employment backgrounds with potential employers through career development programs and job-related services.

Suite 202, McLaughlin College

Tel: 416-736-5351

Fax: 416-736-5684

www.yorku.ca/careers/

Centre for Academic Writing

Practical instruction is offered to assist York students in academic writing, including graduate students. Some tutors specialize in working with ESL students, and in working with students who have disabilities affecting language learning and language skills. Individual tutoring lasting 25 to 50 minutes is the primary method of instruction. Also offered are credit courses and workshops, as well as on-line resources.

S329 Ross Building

Tel: 416 736-5134

www.arts.yorku.ca/caw/

Centre for the Support of Teaching (CST)

CST offers resources and workshops focused on issues relevant to teaching assistants and faculty. This includes seminars on how to be an effective T.A., how to mark efficiently, and addressing such issues as sexual harassment and academic integrity. CST is also engaged in issues dealing with web accessibility for students with disabilities.

1050 TEL Building

Tel: 416 736-5754

www.yorku.ca/cst/

Centre for Student Community & Leadership Development

This office provides information on students groups, clubs and associations on campus. Their web site also provides information on off-campus housing, disability services, students publications and more.

S172 Ross Building

Tel: 416-736-5144

TTY: 416-736-5940

Fax: 416-736-5461

www.yorku.ca/scld/

Coalition of Jewish Gay, Lesbian and Bisexual Students

The Coalition runs weekly peer support groups downtown, and offers other programming throughout the year.

Tel: (416) 925-9872, ext. 2114 or contact York Jewish Student Federation at 736-5178

Community and Legal Aid Services Program

They provide services to persons without a legal aid certificate. C.L.A.S.P. is staffed by law students who are supervised by qualified lawyers.

118 Osgoode Hall

Tel: 416-736-5029

Fax: 416-736-5564

www.osgoode.yorku.ca/clasp/

Counselling and Disability Services

As of July 1, 2009, this newly formed unit or “hub” gathers all counselling and disability services on campus as outlined below under one “virtual roof”. It provides a professional and supportive environment in which all York students have equitable access to a range of services that assist in facilitating their academic success

- Personal Counselling Services (formerly Personal Counselling Program)
- Learning Skills Services (formerly Learning Skills Program)
- Disability Services
 - Learning Disability Services (formerly Learning Disabilities Program)
 - Mental Health Disability Services (formerly Psychiatric Dis/Abilities Program)
 - Physical, Sensory & Medical Disability Services (formerly the Office for Persons with Disabilities)

This re-organization benefits students in several ways: centralized intake and coordination between service areas, closer “fit” between services and students, enhanced access, and shared resources.

N110 Bennett Centre for Student Services
Tel: 416-736-5297

www.yorku.ca/dshub

Graduate Students' Association (GSA)

The GSA represents all graduate students at York University. They provide partial funding for conference presentations, emergency loans, and are politically active in issues relevant to students. Monthly meetings are also held.

325 Student Centre
Tel: 416-736-5865

Fax: 416-736-5729

gsa@yorku.ca

www.yugsa.ca/

Office of the Ombudsperson and the Centre for Human Rights

The Office of the Ombudsperson and Centre for Human Rights (the Office) assists individuals and groups to address and resolve allegations of discrimination and harassment as defined by the Ontario *Human Rights Code*.

S327 Ross Building (South Tower)
Tel: 416-736-5682

Email: rights@yorku.ca

www.yorku.ca/rights

Office for Persons with Disabilities (OPD)

The Office for Persons with Disabilities (OPD) provides information, support and advocacy on behalf of students, staff and faculty with physical and sensory disabilities as well as medical conditions. Some of the services provided by the office include: pre-university advising, assistance with course selection, mobility orientation, advising on financial, academic and legal matters, referral to the Ontario March of Dimes Independent Living Assistance Program as well as other York services and community resources in the Toronto area. Check here for information about volunteer assistance, access to adaptive equipment, transcription services, and telephone devices for the deaf.

A comprehensive listing of counselling and support services available for persons with disabilities can be found by clicking on the “Disability Services at York” link on the office's webpage.

N108 Ross Building (North Tower)
Tel: 416-736-5140
opd@yorku.ca

TTY: 416-736-5263

www.yorku.ca/opd/

Fax: 416-650-8068

Sexual Harassment Education and Complaint Centre

Any member of the York community who is experiencing, or thinks they are experiencing sexual harassment, based on their gender or sexual orientation should visit the Complaint Centre for a confidential meeting. Advice, support and workshops are offered and there is also a 24 hour peer support telephone service - the Sexual Assault Survivors Support Line.

108 Central Square

Crisis line: (416) 650-8056

Information line: (416) 736-5500

Student Peer Support Centre

The SPSC is a student run, non-professional drop-in centre where students may talk to a peer counsellor in a confidential and non-threatening environment. They also offer peer counselling over their phone line. Information and referrals are also provided on issues such as: academics, alcohol/drug abuse, sexuality and health issues.

A449 Student Centre

(416) 736-5495

spsc@yorku.ca

www.yorku.ca/spsc/

Transgendered Bisexual Lesbian Gay Alliance (TBLGAY)

This is a student-run service supported by York Federation of Students which offers social and political support as well as educational programming for TBLGAY students and their friends.

A449 Student Centre

Tel: 416-736-2100, ext. 20494

www.yorku.ca/tblgay/

York Women's Centre

The centre provides direct services to Women and Trans People who would like support finding housing, going through the legal system and York University offices, finding reliable health care and other support.

322 Student Centre

Tel: 416-736-2100 ext. 33484

tblgay@yorku.ca

www.yorku.ca/ywc/

Technology

Computing and Network Services (CNS)

CNS manages the campus network and remote access infrastructure, offers university-wide applications and services such as email, the York web site, central computer labs, the Help Desk, and provides technical support for desktops.

Computing Commons, William Small Centre

Tel: 416-736-5800

helpdesk@yorku.ca

www.yorku.ca/computing/students

Email Account - Creation and Activation

Log onto this website:

www.yorku.ca/computing/students

1. Click on the **"Get your Passport York Username and Password"** button.
2. Click on the **"Sign Up for a Passport York Account"** button.
3. Enter your **student number** (set as your default Passport York Username) and **birth date** (set as your default Passport York Password).
4. Create your **Passport York Password** (follow the instructions on screen).
5. Choose your **Passport York Username** when prompted. This username (i.e. username@yorku.ca) will be yours until you finish at York.
6. Click **OK** and you will once again see the Passport York Login web application page.
7. Type in your new Passport York Username you just created.
8. Type in your new Passport York Password you just created.
9. Click the **"Login"** button
10. Click on **"Activate New Services"**. Services that are available to you will be listed vertically in the left-hand column on screen.
11. Click the **"Activate"** button for **Electronic Mail service**. Read the policy of the account and agree to the terms.
12. Follow the instructions to create your **Electronic Mail Password**. (It can be different from your Passport York Password. But to make things easier to remember, you may make the email password the same as your Passport York Password.)
13. Repeat steps 10 to 11 to activate **Acadlabs** – PC/MAC Labs and any other services such as: Phoenix, WebCT, Web page, Dial-In Modem Account, etc. Note that most requests are processed within 30 minutes but some may take up to 24 hours if service involved is slow or not available.

(Acadlabs is the service you need to log into the computers in the Libraries and the two on-campus Computing Commons Labs in William Small Centre and TEL Building, Room 1017 respectively.)

14. Click on **"Logout"** when finished. (The button is located on top of the screen.)
15. **Update your email address on your York student account by logging onto the Office of the Registrar's website at www.registrar.yorku.ca (click on "Change Your Address").**

Listserv

To foster academic discussions between students, you are encouraged to subscribe to the listserv h1th-student@yorku.ca. Note that this listserv serves as a discussion forum platform; Emails sent to this listserv will be distributed to all subscribers on the list. Therefore, be advised not to send personal messages to it but rather send them directly to specific email recipients.

How do I SUBSCRIBE to a LIST?

- Subscription is not required. Your YORKU email account will be added to this listserv in the 2nd week of September.

How do I send email to the LIST?

- Using your YORKU email account, send an email to h1th-student@yorku.ca.

York Computer Labs (ACADLABS and Atkinson Computer Labs)

1. All York University students have computer access to various on-campus **Libraries** and the **2 Computing Commons Labs** – in **William Small Centre** and **Technology Enhanced Learning (TEL) Building, Room 1017**, respectively. To access to these computing resources, students must first create and activate their **ACADLABS service** by following STEP 14 in the previous page under the section “Email Account – Creation and Activation”.
2. In addition to the above stated computer labs, students have access to the designated assistive computer lab and 9 Atkinson computer labs. Refer to [p. 70](#) for details.

OAK Printer

Graduate students can print **3000 free pages per academic year from the OAK printer located in the William Small Centre Computing Commons**. The academic year spans 1 September to 31 August. **Printing in excess of 3000 pages costs 9 cents per page**. You will need a YU-Card to release print jobs to the **OAK printer**.

The OAK printer hours are:

Monday - Thursday, 8:00 am to 10:50 pm

Friday - 8:00 am to 7:50 pm

Saturday - 10:00 am to 7:50 pm

Sunday - Noon to 7:50 pm

For further information:

- (1) check out the CNS website at www.yorku.ca/computng/facultystaff/labs/faculty_printing.html
- (2) visit the help desk in Computing Commons in the William Small Centre
- (3) contact the CNS Client Services by phone at (416) 736-5800 or by email at helpdesk@yorku.ca

AirYork - Wireless Network Service At York

The AirYork service provides wireless network access in **all libraries, HNES Building** and a number of designated locations at York University. It can be used by connecting to the AirYork network, opening a browser and signing in with a valid Passport York username and password for a 4 hour session. For detailed instructions and more information on locations, please check out www.yorku.ca/computing/facultystaff/internet/airyork

AV Equipment

For in-class presentations, students may sign out AV equipment such as a laptop computer and projector for Microsoft PowerPoint presentations, or an overhead projector. Although some classrooms may always have equipments installed, for those that don't, students must contact the Graduate Program Assistant to reserve this equipment **at least three days in advance**.

"Additional" Computer Labs for Students in the Graduate Program in Health

- Designated adaptive computer lab
- 9 Atkinson OCTES computer labs

NOTE: Students in the graduate program in Health have access to the designated adaptive computer lab and 9 Atkinson OCTES computer labs ONLY AFTER they have created and activated an OCTES Computer Lab account. Details are explained below.

A. Where? Hours of Operation?

Building	Lab Rooms	Hours of Operation
Technology Enhanced Learning (TEL)	<ul style="list-style-type: none"> • TEL 2003 • TEL 2004 • TEL 2027 • TEL 2032 • TEL 2114 • TEL 2116 • TEL 2118 	<ul style="list-style-type: none"> • Monday to Thursday: 8:30 AM to 9:50 PM • Friday: 8:30 AM to 4:50 PM • Saturday: 10:30 AM - 8:00 PM • Sunday: Noon - 5:00
Health Nursing Environmental Studies (HNES)	<ul style="list-style-type: none"> • HNES B02 • HNES B14 	<ul style="list-style-type: none"> • Monday to Thursday: 8:30 AM to 8:50 PM • Friday: 8:30 AM to 4:50 PM • Saturday & Sunday: closed
	HNES B13 ** (Designated adaptive lab)	<ul style="list-style-type: none"> • Monday to Friday: 8:30 AM to 9:00 PM • Saturday & Sunday: Closed

**** NOTES:**

1. B13 is reserved for students in the graduate programs in Health as well as in Critical Disability Studies ONLY.
2. B13 is an adaptive computer lab equipped with 7 computers - 3 of them have adaptive software applications installed (e.g. Kurzweil 1000/3000, Read and Write, WordBar, etc.). All 7 workstations are wheelchair accessible.
3. To access B13, students are required to borrow an access card from the Graduate Program Office and return it the Office **no later than noon on the next business day**.

B. How to create and activate an Atkinson Computer Lab Account?

Before you can use the 9 computer labs listed in the previous page, **you MUST first create and activate an ACCALABS ACCOUNT (refer to the instructions in p. 68) and then an OCTES ACCOUNT** by following the below steps.

1. Go to Manage My Services (www.yorku.ca/computing/students).
2. Log in using your Passport York username and password.
3. You will see a column on the left listing what accounts you have activated. For example, ACCALABS, Email, Webpage, OCTES, etc. If an account is listed with a "check mark" beside it, it has been activated.
4. Click on "OCTES". If you don't find the account name listed in the column, you first click on the "Activate New Accounts" icon and then choose the lab account you want to activate.
5. Click on "I agree".
6. Log out.

<p>NOTE: Accounts are usually activated within an hour. This may take up to 24 hours during busy periods such as at the start of a new term.</p>

C. Printing

Beginning on September 3rd, 2008, you will use your **YU-Card** to pay for the files you print in any computer labs on campus for **\$0.90 per page**. For the OCTES labs, printers are only available in TEL 2003 & 2116 and in HNES B02, B14 & **B13 (designated adaptive lab)**. However, print jobs sent from any OCTES lab workstations can be released at any OCTES lab print release stations. Please make sure that no classes are taking place in any OCTES labs before entering to retrieve a print job.

[Note: If you want to take advantage of the 3000 free printing copies, you must print and pick up the print outs in the Computing Common located in William Small Centre. Refer to the instruction outlined in p. 69 under "OAK Printer" for details.]

Once a 'job' is sent to a printer (the PC's default printer):

- go to the print release station [a PC and a printer(s)]
- login using your Passport York Login userID and password [not your lab account]
- select your print job and click the Continue button
- swipe your YU-Card when prompted
- Click on the Pay and Print button (money is not deducted until you click this button)

Money can be added to YU-Card balance at www.yorku.ca/yucard/depositfunds.html . Alternatively, students can go to the YU-Card Office (9 am - 4 pm) located in Room 200, William Small Center or all libraries. The card KIOSKS are located by the library's photo-copiers.

If you experience problems with printing, please send an e-mail to octeshelp@yorku.ca and include in your report; a detailed description of the problem, your name, userID (login

name), student number, the room number from where you printed, the room number where the printer is located and the date and approximate time of the occurrence.

D. Data Storage

Students can save files on either:

1. F: drive;
2. a removable storage devices such as:
 - a floppy disk
 - USB memory stick
 - flash card
 - CD-RW Rom

Files saved on the local C: drive will automatically be deleted after you log out.

TRANSIT OPTIONS AND CAMPUS PARKING

Toronto Transit Commission (TTC Subway & Bus)

Tel: 416-393-INFO (24 hours/day, 7 days/week)

www.ttc.ca

Accessible routes via TTC:

<http://www.toronto.ca/ttc/accessible.htm>

Discounted TTC Metropasses

TTC monthly Metropasses, sold at a discounted rate of 12% off the regular price, are available while quantities last at the Parking and Transportation office. Interested parties must provide a valid YU-Card. For the dates of sale and on-line renewal information, please check out www.yorku.ca/transportation/ttc-metropass.htm

Parking and Transportation office

222 William Small Centre

(Tel) 416-736-5335

E-mail: transit@yorku.ca

Hours of Operation for T.T.C. Sales: 8:45 am – 3:30 pm, Monday – Friday

Accessible routes/stations marked with an *

Downsview Station*:

York University 196 Express bus or the 106* bus

Sheppard Station*:

York University 196B Bus to and from York University and Sheppard station (peak hours) with a stop at Downsview Station.

Finch Station*:

Steeles 60C or 600F* to and from Finch Station and Steeles Ave

Jane Station:

Jane 35E from Jane Station or Jane St. south of Steeles

Keele Station:

Keele Station or Keele St. south of Steeles, Keele 41B and 41C.

TTC Special Services - Wheel-Trans

Wheel-Trans provides door to door accessible transit service for the City of Toronto. Service is available 7 days a week, weekdays from 6:00 a.m. to 1:00 a.m. and weekends 7:00 a.m. to 1:00 a.m. Fares are the same as the conventional TTC fares for adults, seniors, students and children.

For more information about Wheel-Trans service, please click on Wheel-Trans Service Information on the TTC webpage: www.ttc.ca.

Customer Service & Wheel-Trans Registration Information

Tel: 416-393-4111

Open Weekdays from 8:00 a.m. to 4:00 p.m.

Reservations

Tel: 416-393-4222

Same Day - available weekdays 5:30 a.m. to 1:00 a.m.

Weekends and Holidays - 6:30 a.m. to 1:00 a.m.

Advance - available daily 7:00 a.m. to 11:00 p.m.

Prebook - available daily after 10:00 a.m.

RideLine

Tel: 416-397-8000

Touch-Tone Trip Info available everyday from 5:00 a.m. to 1:00 a.m.

Automated Trip Booking

Tel: 416-397-8000

Available everyday from 7:00 a.m. to 11:00 p.m.

Cancellation Line

Tel: 416-393-4311

Available 24 hours a day

TTY Line

Tel: 416-393-4555

Available everyday from 7:00 a.m. to 11:00 p.m.

GO Transit (Trains & Buses)

1 888 GET ON GO (438-6646)

www.gotransit.ca

GO Transit Student Identification Card – Online Application

The Card is only available for full-time enrolled and registered students, and can be used to purchase Go Transit passes/tickets at a student discount rate. On-line applications are available at <http://gocard.yorku.ca>

Parking and Transportation office

222 William Small Centre

(Tel) 416-736-5335

E-mail: transit@yorku.ca

Accessible GO Train service

35 of GO's 53 train stations are fully accessible to passengers who use mobility devices such as wheelchairs and scooters — or anyone preferring step-free access to the train, including senior citizens, passengers with medical conditions, or people with luggage or baby strollers. Bicycles are not allowed on the accessible railcar. Please go to www.gotransit.com/public/en/accessible/accessibletrain.htm#AccessibleGOTrainstations for more information and to find out which stations these are. Accessible train service is designed to help you buy your ticket or pass, board the train, and ride independently, at your convenience.

Accessible GO Bus routes

Many of the buses "kneel" to make it easier to board, and four GO Bus routes are wheelchair-accessible at this time. Some buses are equipped with wheelchair lifts on the Hamilton QEW GO Bus route (Hamilton to Toronto express), Yonge C and Bayview GO Bus routes (Richmond Hill to Finch GO Bus Terminal), and Newmarket B Yonge St. buses (Newmarket to Finch via Aurora, Oak Ridges, and Richmond Hill). Again, see www.go transit.com/public/en/accessible/accessiblebus.htm#accessiblegobusroutes for additional information.

Via Rail Transit

www.viarail.ca

Brampton Transit

www.brampton.ca/transit

Mississauga Transit

www.mississauga.ca/portal/residents/publictransit/

York Region Transit / VIVA

1-866-MOVE YRT (668-3978)

www.yorkregiontransit.com

NOT all YRT buses are accessible.

Specialized Transit Services: YRT Mobility Plus

YRT Mobility Plus provides exterior-door-to-door service for residents of York Region, who due to a physical or functional limitation, are unable to board, ride or disembark from a regular transit bus.

For additional information go to

http://www.yorkregiontransit.com/specialized.asp#mobilityplus_whatismobilityplus

How to Reach YRT Mobility Plus

Tel: 905-762-2112

Toll-free: 1-866-744-1119

Fax: 905-762-2110

Hours of Operation

Monday – Saturday

6:00 a.m. to Midnight

Sunday & Statutory Holidays

8:30 a.m. to 10:00 p.m.

Call Centre Hours

Monday - Friday

6:00 a.m. to 12:00 a.m.

No bookings after 7:00 p.m., only confirmations

Saturday

8:30 a.m. to 4:30 p.m.

Sunday

closed

Holidays

8:30 a.m. to 4:30 p.m.

For confirmations only, no booking

Accessible YRT Routes

Woodbridge

Route 10 - York University from Islington and Langstaff, around a loop that includes the intersections Martin Grove/Woodbridge, Rutherford/Islington, Langstaff/Islington and then travels south on Ansley Grove and Weston Road to Steeles Ave.

Thornhill

Route 3 - York University from the York Region Transit Terminal at Promenade Mall (with connections to YRT Routes 77, 83, 88 and TTC Bathurst 160) with a stop at Bathurst and Atkinson and then continues along New Westminister to Steeles Ave. and a stop at Dufferin and Steeles.

Keele North

TTC Route 107 - Keele North Routes 107D and 107F leave the Rivermede and Keele in the morning heading south on Keele to the York Commons. In the afternoon, both buses return going north to Rivermede and Keele. This bus requires the payment of both a TTC and York Region Transit Fare.

All **VIVA** buses are equipped with low floors, a ramp and 2 stations for wheelchairs and scooters accommodate passengers with special needs.

Tel: 905-886-6767

contactus@vivayork.com

www.vivayork.com/

Student Security Escort Service (goSAFE program)

goSAFE Office

115B William Small Centre

Tel: 416-736-5454

www.yorku.ca/goSAFE

York's Student Security Escort Service provides safer movement after dark for campus students and employees. Student Security Officers will meet you at campus bus stops, parking lots, buildings and residences; escort you to your campus destination. All requests will be accommodated by either foot, bicycle and/or van. It is a complimentary service provided by Security, Parking and Transportation Services. The Escort Service operates daily during the academic year (September to April) from 6 pm to 2 am (3 a.m. on Thursdays), and during the summer months from 8 pm to 2 am.

Van Go

VAN GO is a service designed to assist persons with disabilities with their transportation needs in and around the Keele campus, in a wheelchair-accessible vehicle. This service is a joint effort between Security, Parking and Transportation Services and the Office for Persons with Disabilities.

Tel: 416-736-2100 ext. 82646 (VANGO)

or

Tel: 416-736-5140

(Office for Persons with Disabilities)

Glendon-Keele Shuttle Service

Security, Parking and Transportation Services offers a complimentary Glendon-Keele Shuttle Service for the York community traveling between the two campuses.

Tel: 416-736-2100 ext. 22546

www.yorku.ca/transportation/shuttle.htm

Carpool

Carpooling is an effective option for individuals who commute long distances to and from school/work and have limited access to public transit. For information on how to start carpooling or to register for a free ride-matching service, go to

<http://yorku.carpoolzone.smartcommute.ca/en/my/> to find a carpool partner to York University. If you choose to carpool, you may qualify for the Revised Car Pool Parking Program. See also the Smart Commute Association of Black Creek, Tel. (416) 650-8059

Parking Services

All faculty, staff and students who park on University property are required to purchase an annual or sessional parking permit or to pay the daily parking fee, and abide by the parking and traffic regulations of the University. Application forms for permits are available on-line at www.yorku.ca/parking/permits.html

Information about obtaining a **medical parking permit and access card** is available at www.yorku.ca/parking/medical.html . Further queries are to be directed to Donna Hubert (dhubbert@yorku.ca; 416-736-5112) or Helen Hicks (hhicks@yorku.ca; 416-736-5591).

Parking and Transportation office

222 William Small Centre (Tel) 416-736-5335 E-mail: transit@yorku.ca
www.yorku.ca/parking

Summer Office Hours

(June, July and August only)
Monday - Thursday: 8:45am to 4:15pm
Fridays: 8:45am to 12:15pm

Regular Office Hours

Monday - Thursday: 8:45am to 4:15pm
Fridays: 8:45am to 1:15pm

CRITICAL LITERATURE REVIEW STRUCTURE

This structure is recommended as one found by students to assist them in developing a literature analysis which has:

- Strong internal and overall organization
- An integrated information approach
- Strong internal and overall analysis
- An articulate discussion

Introductory Statement

- State the overall issue to be addressed
- State why this issue should be addressed
- State the themes you see in the literature

1st Theme

- State what will appear in this first theme
- Read through the literature for the first theme
- Select 2 to 4 seminal sources which explain the theme
- State what important points you are making
- Bring in other sources that support your argument
- Bring in other sources that contradict or question your main hypothesis

2nd Theme, etc.

- Build a bridge from the preceding theme to the new theme
- Proceed as for the first theme
- Show how this theme relates to the preceding themes

Conclusion

- Develop an overall summary of the literature that you are dealing with
- Reiterate the key points you made under the themes
- Draw major conclusions
- Indicate what research is missing in the literature and what needs to be addressed

Critical Disability Studies, November 2006

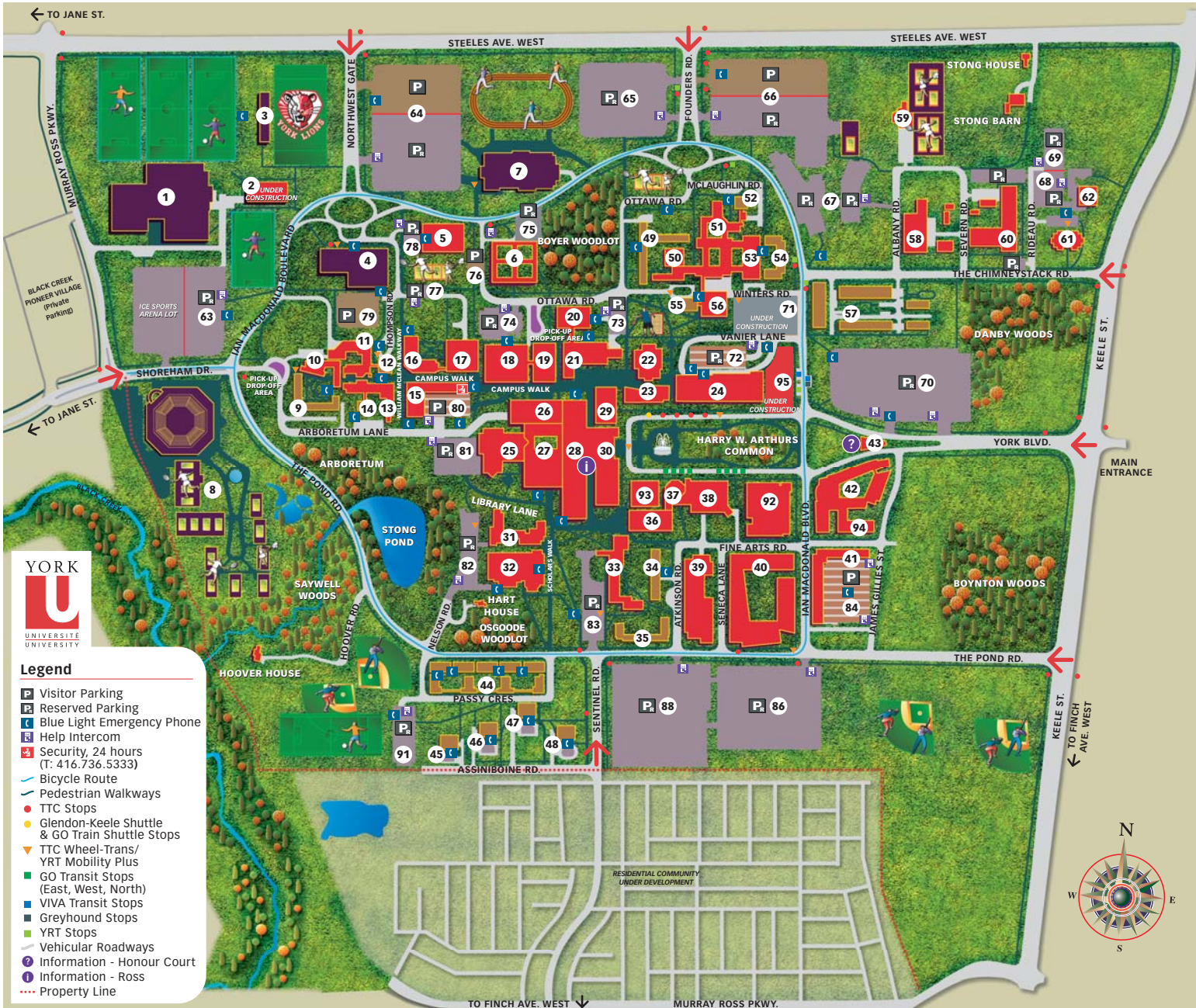
INFORMATION ON WRITING A RESEARCH PAPER

1. **York University Libraries - Academic Writing Guide, Footnotes/Bibliographies/Refworks on-line tutorials and examples**
<http://www.library.yorku.ca/ccm/rg/preview/academic-writing-guide.en?q11n.enc=UTF-8>
2. **The Relationship Between the Research Question, Hypotheses, Specific Aims, and Long-Term Goals of the Project**
<http://www.theresearchassistant.com/tutorial/2-1.asp>
3. **Writing a Research Paper**
<http://owl.english.purdue.edu/workshops/hypertext/ResearchW/point.html>
4. **Library Research Using Primary Resources**
<http://www.lib.berkeley.edu/TeachingLib/Guides/PrimarySources.html>
5. **Library Research: Finding Primary Sources**
http://www.lib.berkeley.edu/TeachingLib/Guides/new_primarysources.html
6. **Harvard Styles for references/bibliography**
<http://www.library.uq.edu.au/training/citation/harvard.html>
7. **Writing Centre at Harvard University**
<http://www.fas.harvard.edu/~wricntr/html/tools.htm>
8. **A Research Guide for Students**
<http://www.aresearchguide.com>
9. **A Guide for Writing Research Papers based on Styles Recommended by the American Psychological Association**
<http://webster.commnet.edu/apa/index.htm>
10. **OWL On-line Writing Lab**
<http://owl.english.purdue.edu/workshops/hypertext/ResearchW/point.html>
11. **Preparing for Thesis Research**
<http://www.lib.berkeley.edu/ENVI/thesisgd.html#Guides>
12. **Developing a Research Thesis**
http://www.esc.edu/esconline/across_esc/writerscomplex.nsf/wholeshortlinks2/Developing+Thesis?opendocument
13. **Developing a Research Question**
http://www.esc.edu/esconline/across_esc/writerscomplex.nsf/wholeshortlinks2/Developing+Question?opendocument
14. **Some Help Choosing a Topic**
<http://studentresearchpage.com/research-process/step-1-deciding-your-research-question/some-help-choosing-a-topic.htm>
15. **Dissertation Proposal Workshop**
<http://globetrotter.berkeley.edu/DissPropWorkshop/nuts&bolts/question.html>
16. **Planning and Writing a Research Proposal: A guide for teachers doing research**
<http://www.scre.ac.uk/pdf/spotlight/Spotlight47.pdf>
17. **What is a Systematic Review?**
<http://www.evidence-based-medicine.co.uk/ebmfiles/WhatisSystreview.pdf>

FORMS

The following is a list of frequently used forms. They are available in the Graduate Program Office (Room 409, HNES Building) and are posted on the FGS website at www.yorku.ca/grads/policies/petitions.htm .

- **Request to Take Courses in Another Graduate Program at York for Credit**
- **Undergraduate Course Request**
(for requesting to take an undergraduate course to fulfill degree requirement)
- **Course Transaction Form**
(for requesting the Registrar's Office to add or drop courses after the designated course enrollment and de-enrollment deadlines)
- **Request for Grade of Incomplete**
- **Elective Leave of Absence Permission Form**
- **Petition Form**
Examples of common requests are:
 - a) Leave of Absence (Retroactive Maternity, Parental, Compassionate, Retroactive Elective)
 - b) Drop a Course Retroactively
 - c) Add a Course Retroactively
 - d) Withdraw from the Program Retroactively
 - e) Change of Registration Status (Part-time to Full-time)
 - f) Course Extension to Finish Incomplete Course
 - g) External Status
 - h) Late Grade Change
 - i) No Course Available
 - j) Reinstatement
 - k) Advanced Standing
 - l) Waive a Program Requirement
 - m) Write Thesis/Dissertation in French
 - n) Retroactive Permission to Pursue Graduate Studies at a Location Other than York
 - o) Extension of Time Limit to Complete Program
- **Leave to Appeal/Appeal Form**
- **Change to Part-time Registration Status Permission Form**
- **Program Withdrawal Form**



Keele Campus Map

Academic, Administrative & Commercial Buildings

- 59 190 Albany Road – ALB
- 92 Accolade East Building – ACE
- 93 Accolade West Building – ACW
- 95 Archives Project Site (completion March 2009)
- 33 Atkinson – AC
- 29 Behavioural Science – BSB
- 41 Bennett Centre for Student Services – Admissions – BCSS
- 24 Bookstore, York Lanes – YL
- 10 Calumet College – CC
- 27 Central Square – CSQ
- 58 Central Utilities – CUB
- 38 Centre for Film & Theatre – CFT
- 16 Chemistry – CB
- 62 Computer Methods (non-York facility)
- 19 Computer Science & Engineering – CSE
- 26 Curtis Lecture Halls – CLH
- 6 East Office Building – EOB
- 94 Executive Learning Centre – ELC
- 21 Farquharson Life Sciences – FARQ
- 50 Founders College – FC
- 2 Sherman Health Science Research Centre (completion December 2008)
- 31 Health, Nursing & Environmental Studies – HNES
- 36 Joan & Martin Goldfarb Centre for Fine Arts – CFA
- 61 Kinsmen – KINS
- 43 Lorna R. Marsden Honour Court and Welcome Centre
- 20 Lumbers – LUM
- 51 McLaughlin College – MC
- 11 Norman Bethune College – BC
- 17 Observatory, Petrie – PSE

Visual & Performing Arts Facilities

- 92 Art Gallery of York University (ACE)
- 37 Burton Auditorium – BURT
- 92 Gales Gallery (ACW)
- 38 Joseph G. Green Studio Theatre (CFT)
- 92 McLean Performance Studio (ACE)
- 92 Price Family Cinema (ACE)
- 92 Sandra Faire and Ivan Fecan Theatre (ACE)
- 92 Tribute Communities Recital Hall (ACE)

Student Residences & Apartments

- 48 320 Assiniboine Road – AS2
- 47 340 Assiniboine Road – AS4
- 46 360 Assiniboine Road – AS6
- 45 380 Assiniboine Road – AS8
- 34 Atkinson Residence – SCOTT
- 9 Calumet Residence – CR
- 49 Founders Residence – FR
- 57 Harry Sherman Crowe Co-op (non-York facility)
- 12 Norman Bethune Residence – BR
- 44 Passy Gardens, 2-18 Passy Cres. – PASSY
- 35 The Pond Road Residence – POND
- 14 Stong Residence – STR
- 52 Tatham Hall – TH
- 55 Vanier Residence – VR
- 54 Winters Residence – WR

Sport & Recreation Facilities

- 1 Canlan Ice Sports (shared use) – ICE
- 4 Tait McKenzie Centre – TAIT
- 8 Tennis Canada – Rexall Centre – REX
- 7 Toronto Track & Field Centre (shared use) – TF
- 3 York Stadium

Parking Garages (Visitors)

- 80 Arboretum Parking Garage – ARB
- 84 Student Services Parking Garage – SSP
- 72 York Lanes Parking Garage

Reserved Parking Lots

- 67 Albany Road Lot
- 83 Atkinson Lot
- 75 EOB Lot
- 66 Founders Road East Lot
- 65 Founders Road West Lot
- 81 Library Lot
- 73 Lumbers Lot
- 82 Nelson Road Lot
- 64 Northwest Gate Lot
- 91 Passy Crescent Lot
- 68 Physical Resources Lot
- 69 Rideau Road Lot
- 88 Sentinel Road East Lot
- 63 Shoreham Drive Lot
- 74 Steacie Lot
- 77 Tait McKenzie Lot
- 86 The Pond Road East Lot
- 78 WOB West Lot
- 70 York Boulevard Lot

Visitor Parking Lots

- 66 Founders Road East Lot
- 64 Northwest Gate Lot
- 79 Thompson Road Lot
- 76 WOB East Lot

Visitor & Reserved Parking Lots

- 71 Vanier Temporary Lot (closed until April 2009)